

New PTC Board Members needed for 2010-2011

*Come share your time and talents
to enrich student, parent and faculty life at MIS!*

Listed below are PTC Board positions and their respective duties and responsibilities, with open positions for 2010-2011 noted in the columns on the left. An application form follows.

Please note: The President-Elect and Treasurer-Elect serve one year in the position and then serve the second year as President and Treasurer. All co-chairs will assume the role of chairperson for their second year on the PTC board. The Vice-President and Secretary may serve an additional one-year term in his/her position if selected to do so via the nominating process, but neither may hold the same position for more than two consecutive years.

••••• PTC Officers •••••

Open Position?	Position and Duties
Rita Ford: Filled from Pres Elect	President: Head of the Parent Teacher Club. Creates the agenda and presides at all general meetings and board meetings. Works with Principal to include all PTC events on the school calendar. Schedules all PTC related meetings on the church calendar.
Open	President-Elect: Following the conclusion of the President's term of office, he/she will assume the office of the President for the following school year. The President-Elect will make arrangements for all General meetings of the PTC, attend Advisory Council meetings when the President is unable to attend, and fulfill such other duties as requested by the President.
Open	Vice-President: Compiles, prints, and distributes the PTC school directory, including publicity. Oversees the school yearbook. The Vice President also represents the Board for the Heart of Gold Auction. They attend all core group meetings and go over the guidelines with the chairs.
Open	Secretary: Keeps and distributes the minutes of each regular general meeting and all board meetings. Oversees the school newsletter.
Christina Martin: Filled from Treas. Elect	Treasurer: Banks all monies received by the Parent Teacher Club. Keeps a full record, using QuickBooks, of all money transactions and makes a monthly report to the Parent Teacher Club Board. Prepares disbursements from the PTC budgeted categories as approved by the president. Completes monthly bank reconciliation and monthly reporting to school accounting department. Prepares the operating budget for the following school year.
Open	Treasurer-Elect: Fulfills such duties as requested by the treasurer. Following the conclusion of the Treasurer's term of office, he/she will assume the position as treasurer for the following school year.

••••• PTC COMMITTEE CHAIRPERSONS •••••

Ann Hunt: Filled from Co-Chair	Hospitality Committee Chairperson: Oversees staff appreciation and all other hospitality needs. The Committee Chairpersons for Hospitality are also to act as hostesses at all meetings of the Parent Teacher Club and PTC sponsored activities. Coordinates Little Extras volunteers.
Open	Hospitality Co-Chairperson: Assists Chairperson
Julie Donnelly: filled from Co-Chair	Volunteer Services Committee Chairperson - Provides assistance to the school through the recruitment of volunteers to fulfill designated roles within the school.
Open	Volunteer Services Co-Chairperson: Assists Chairperson
Marie Coker: Filled from Co-Chair	Community Enrichment Committee Chairperson: Plans and coordinates fundraising activities with the event chairs as approved by the PTC. Coordinates Fundraiser Assistance volunteers.
Open	Community Enrichment Committee Co-Chairperson: Assists Chairperson
Gillian Norman: Filled from Co- Chair	Spiritual Enrichment Committee Chairperson: Increases awareness in our families of the heritage of our Catholic faith community. Coordinates Spiritual Committee volunteers.
Open	Spiritual Enrichment Committee Co-Chairperson: Assists Chairperson

Further information about the PTC and the PTC Board can be found in the **PTC By-laws**. ***Please be sure to read the by-laws before submitting your application form.*** Copies can be obtained from the MIS website.

Questions about any of the PTC Board positions?

Please feel free to speak with any member of the current PTC Board. Please check school directory for contact information:

President: Alina Gaubert

Vice President: Dyan Dalton

Treasurer: Christine Huff

Community Enrichment Chair: Jane Shafer

Hospitality Chair: Leslie Sakalas

Spirituality Enrichment: Melissa Haydek

Volunteer Services: Catherine Bitterman

Teacher Liaison: Sara Cusick

President-Elect: Rita Ford

Secretary: Vicki Davis

Treasurer-Elect: Christina Martin

Community Enrichment Co-Chair: Marie Coker

Hospitality Co-chair: Ann Hunt

Spirit. Enrich. Co-chair: Gillian Norman

Volunteer Services Co-chair: Julie Donnelly

For further information about the PTC Board application, please contact:

Catherine Bitterman – catejunkin@yahoo.com, 972-393-4708 (Volunteer Services) **OR**

Julie Donnelly – mdonnell@ryland.com, 972-492-0913 (Volunteer Services)

YES! I'd like to be on the 2010-2011 PTC Board!

Please return this form in a sealed envelope to the MIS office marked PTC Board Application by February 12, 2010. Please print clearly.

Name: _____

Phone: _____ **Email:** _____

Please list which Board position(s) you would like to apply for:

1st choice: _____

2nd choice: _____

3rd choice: _____

Skills, talents and/or previous experiences I have that would contribute to and help me fulfill the duties of the above position(s):

Have you been on the PTC Board before? If so, when? What position(s)?

If you are applying for a PTC Board Executive position, would you be willing to be interviewed by the Nominating Committee, *if needed*, to further discuss your application?

_____ **Yes, I have obtained a copy and read through the current PTC By-laws.**