



1008 South Eighth Street Noor Field Alhambra, California 91801 626-289-1448 parliamentarian@pta1.org

FIRST DISTRICT PTA BOARD PROFILE

The First District PTA is seeking individuals for the following Board of Director positions to be elected in February 2021. *This is for a two-year term beginning July 1, 2021 and ending June 30, 2023:*

- President
- Vice President of Leadership Services
- Vice President of Membership
- Vice President of Legislation and Advocacy
- Vice President of Community Concerns
- Vice President of Education and Family Engagement
- Vice President of Communications
- Vice President of Special Events
- Treasurer
- Secretary
- Auditor
- Parliamentarian (appointed by the president)

Name: _____

Email: _____

Phone: _____

Current Position on the First District Board: _____

Please initial the following:

_____ I have served at least one year on the First District Board (as a Council/OOC president or chairman), during the two years immediately preceding this election.

_____ I have read and understood the attached job description for my position(s) of interest.

Please insert volunteer position(s) in which you have served:

| Unit PTA | Council PTA | First District PTA | State PTA |
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Other volunteer organization experience:

Please provide a brief statement about why you wish to volunteer your leadership skills to First District PTA:

I am would like to be considered for nomination of the following First District Board of Director positions (if more than one, please number your preferences, 1 being highest):

- ___ President
- ___ 1st Vice President – Director of Leadership Services and aide to the president.
- ___ 2nd Vice President – Director of Membership
- ___ 3rd Vice President – Director of Legislation and Advocacy
- ___ 4th Vice President – Director of Community Concerns and Outreach
- ___ 5th Vice President – Director of Education and Parent Engagement
- ___ 6th Vice President – Director of Communications
- ___ 7th Vice President – Director of Special Events
- ___ Secretary
- ___ Treasurer
- ___ Auditor
- ___ Parliamentarian - Appointed by District President Elect

First District PTA STANDING RULES

D—DUTIES OF OFFICERS

1. The vice-president leadership is the director of leadership services and aide to the president, is chairman of the August Association Meeting, the District Leadership Mentors, field services, and chairman of the District Leadership Conference Committee; coordinates the establishment and disbanding of units, coordinates training, and attends all council/ooC presidents' meetings, and is responsible for overseeing the Vice Chairman of Leadership.
2. The vice-president membership is the director of membership, is chairman of the District Membership Awards Program and the District Credentials Committee .
3. The vice-president legislation and advocacy is the director of legislation and advocacy and is chairman of the the District Board/Superintendents'and Administrator Conference, attends Legislation Conference, and is chairman of Convention Resolutions Committee, as needed, and is responsible for overseeing Founders Day.
4. The vice-president community concerns is the director of community concerns and outreach, and the chairman of the Community Youth Project (Youth Camps and other at-risk students), is a member of the District Annual Holiday Luncheon Committee, and is responsible for overseeing the following chairmanships: Camps Liaison, Diversity & Inclusion, and the LACOE Juvenile Court School.
5. The vice-president education is the director of education and family engagement, is chairman of the Commemorative Scholarship Committee, and the Reflections Reception, is a member of the Reflections Committee, and is responsible for overseeing the following chairmanships: Reflections and Arts Education.
6. The vice-president communications is the director of communications, oversees the preparation of the district directory, maintains the district roster database (PTAEZ), the district website and all First District social media accounts, and distribution of district electronic communications.
7. The vice-president special events is director of district special events, is chairman of the District Annual Holiday Luncheon and the Installation Meeting, and is venue and event coordinator for all district events including, but not limited to the District Board/Superintendent's and Administrator Conference, Founders Day, the District Annual Meeting, and the Annual Awards Meeting; is a member of the District Leadership Conference Committee; and is responsible for directing the following chairmanships: State Convention and Honorary Service.
8. Vice-presidents shall carry on the work of any position that is vacant under their directorship until the vacancy has been filled.
9. The Secretary, in addition to the duties outlined in the toolkit, is responsible for creating the Master Calendar and for compiling and filing the information for the Annual Historian Report.
10. The Treasurer, in addition to the duties outlined in the toolkit, is chairman of the Finance and Compliance Committee.