# HOLMDEL HIGH SCHOOL

# PARENT TEACHER STUDENT ORGANIZATION

February 2015

To Holmdel High School Parents and Guardians,

We are now planning for next year’s leadership team. At the high school, a main way to stay involved in your child’s life is to participate in the PTSO. To be a member of the ELECTED board you should be available to attend most monthly daytime meetings that are held at 9:30 am on the second Monday of the month, except the November meeting which is held in the evening of the second Monday To volunteer for an APPOINTED position you should be available to attend most meetings; some positions do not require regular attendance at our monthly meetings. A list with descriptions of the Elected and Appointed Board members is attached.

At the February PTSO meeting, the membership elected a Nominating Committee whose charge is to report a slate of Executive Officers for the 2015-16 school year at the April meeting. The committee’s responsibility will be to nominate the most qualified candidate for each office. The proposed slate of officers will then be voted on at the May meeting.

If you are interested in serving in an ELECTED position, please submit your name to the chairwoman of the Nominating committee Lucia Van Name at vannameL@yahoo.com

If you are interested in an APPOINTED board position next year, send this form to Karen Strickland at ksyvruds@comcast.net

 Or if you prefer hard copy, please complete this form and return it to the PTSO mailbox, which is located in the main office at Holmdel High School. Please return it no later than March 31, 2015 in an envelope clearly labeled PTSO NOMINATING COMMITTEE.

The responsibilities of each position are listed below the form. Please feel free to call or text me if you have any questions.

Sincerely,

Karen Strickland (908-601-7603)

PTSO President

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD’S NAME AND GRADE NEXT YEAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***ELECTED OFFICERS*** *(Please include your qualifications)*

**\_\_\_ PRESIDENT**

**\_\_\_ 1ST VICE PRESIDENT/MEMBERSHIP**

**\_\_\_ 2ND VICE PRESIDENT/FUNDRAISING (need 2 people)**

**\_\_\_ RECORDING SECRETARY**

**\_\_\_ CORRESPONDING SECRETARY**

**\_\_\_ TREASURER**

 ***APPOINTED BOARD***

**Positions for which you would like to be considered in order of preference:**

**FIRST CHOICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECOND CHOICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**THIRD CHOICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# PTSO Board Positions 2-14

 ***EXECUTIVE COMMITTEE***:

**PRESIDENT** - Oversees and coordinates all board committees. Acts as a liaison with the administration, and represents Holmdel High School at the Superintendent’s monthly meeting. Prepares agendas and runs monthly meetings. Submits President's message to newsletter.

**1st VICE PRESIDENT/MEMBERSHIP** – Assists and supports the president. Solicits parents and faculty to join the PTSO, collects dues and keeps records of PLG membership. Plans end of the year breakfast for PTSO board.

**2nd VICE PRESIDENTS/FUNDRAISING** – Coordinates and oversees all fundraising events for the school year. This includes Write-A-Check and any other fundraising events.

**RECORDING SECRETARY** – Records minutes of monthly meetings, types minutes and reports them at the following meeting.

**CORRESPONDING SECRETARY** – Responsible for all communication to and from the group.

**TREASURER** – Reports at the monthly meetings the current balance and all the monies disbursed and deposited. Writes checks, makes deposits, balances check book, and keeps ledger. Must be available for major fundraisers and gifting committee.

***APPOINTED COMMITTEES*:**

**ARISE LIAISON:** Attend monthly meetings and report pertinent information to PTSO monthly.

**BAKE SALES**: Responsible for soliciting bakers and organizing monthly cupcakes sales.

**BOE LIAISON:** Attend 2 BOE meetings per month and report pertinent information to PTSO monthly.

**BOOSTER CLUB:** Attend and/or obtain summary of Booster Club meetings each month and report pertinent information to the PTSO monthly.

**CLASS LIAISONS 9TH, 10TH, 11TH AND 12TH** (4 positions one from each class)Contacts class advisor and communicates class fundraising and other activities to PTSO. Assists class advisor where necessary.

**DRUG AND ALCOHOL ALLIANCE LIAISON** : Attend and/or obtain summary of monthly

meeting and report information to the PTSO monthly.

**FACEBOOK:** Responsible for posting notices and items of interest about PTSO events to Facebook.

**HOSPITALITY**: Responsible for planning teachers Fall Teaacher's Tea, teacher appreciation luncheon. Also sets up refreshments at PTSO meetings.

**HOLMDEL CREATIVE ARTS ASSOC. (HCAA) LIAISON:** Attend and/or obtain summary of monthly meetings and report information to the PTSO monthly.

**HOLMDEL FOUNDATION FOR EDUCATIONAL EXCELLANCE (HFEE) LIAISON**: Attend and/or obtain summary of monthly meeting and report pertinent information to the PTSO monthly.

**NEWCOMERS** Obtains the lists and welcomes new students and families into the district.

**ONE CAUSE FUNDRAISING** Manages the on-line membership and promotes the awareness of fundraising through members regular on-line shopping. (this is a job you can do entirely from home)

**PHOTOCOPIER:** Collects change from PTSO copier, delivers to treasurer for deposit and reports to PTSO.

**PROGRAMS:** Coordinates College Night at the PTSO Night meeting in November.

**PROJECT GRADUATIONS:** Coordinates all activities revolving around project graduation including but not limited to monthly meetings with the students, setting up the night and scheduling for the concerts at PNC Art Center.

**PUBLICITY** Raises awareness in the community of the good works of the PTSO by photo and written contributions to the local publications.

**SPECIAL PROJECTS:** Plan, coordinate, and staff HHS activities at Holmdel U.S.A. Day.

**SPECIALIZED FUNDRAISING:** Publicizes, collects, and redeems Acme Tape Saver Program, Stop and Shop, Shop Rite, BoxTops for Kids and other specialized programs.

**STUDENT DIRECTORY:** Responsible for distributing forms and coordinating and confirming information for inclusion in directory.

**SUNSHINE:** Responsible for correspondence dealing with condolences, births, and illnesses for faculty, students, and PTSO members. Also responsible for Secretaries Day, Librarians Day, School Nurses Day and administrators’ lunch.

**WEBSITE:** Updates the PTSO website