



Salt Creek PTG Needs You!

The mission of the PTG is to support Salt Creek Elementary programs by promoting cooperation, appreciation, and understanding between students, staff, families, and the community.

Goals of the Salt Creek PTG:

1. Create an environment that fosters open communication
2. Create an open and friendly atmosphere that is student centered
3. Work in conjunction with staff and School Site Council to promote educational programs and special events

If you are a current PTG member, and you would like to be a part of the 2017-2019 Salt Creek PTG Executive Board, please nominate yourself by returning this form to the office by Friday April 21st, 2017.

Please review a description of the available positions on back of form or email saltcreekgptg@yahoo.com for more information.

Please circle your choice. Director Positions may be held by two people.

President (1 year term)

Vice President (2 year term)

Treasurer (2 year term)

Director of Membership (2 year term)

Director of Communications (2 year term)

Director of Fundraising (2 year term)

Please provide us with a brief summary of your qualifications and experience, (this will be printed on the ballot).

PTG Executive Board Positions for 2017-2019 School Years

- All positions are open to teachers, and/or parent/guardians of Salt Creek students
- All nominees must be a current Salt Creek PTG members
- All positions are for 2 years (ending June 2019). Please note that the term for President is two years but will be vacated and someone is needed to finish the term.
- Director positions may be held by 2 volunteers, please submit forms together
- The PTG board meets monthly

Board Position Descriptions:

President: The President is the Chief Executive Officer of the SCPTG and its Executive Board and will supervise the general management of the group. The President will work closely with board, administration, and staff. The President will also maintain an open line of communication with the Salt Creek community by maintaining the Salt Creek PTG email account.

Vice President: The Vice President shall perform the duties of the President in his/her absence. He or she will assist the President with monthly Executive Board and General Membership meetings. The Vice President will actively preserve SCPTG related documents, photographs, and other materials to ensure continuity, and to serve as an historical record. The Vice President will also assist the Directors.

Treasurer: The Treasurer shall be responsible for maintaining accurate records of all financial affairs of the SCPTG. He /she will be responsible for payment and maintenance of annual liability insurance and render a written detailed monthly financial report to the Executive Board. Maintain a SCPTG checking account. Maintain an inventory list of material and equipment purchased by SCPTG and kept on school property. Prepare a proposed SCPTG budget plan to be presented to the Executive Board and general members. Apply for and maintain a 501c non-profit status, maintain petty cash, and assist with all fundraising event budgets. Live Scan fingerprinting (paid for by SCPTG), required prior to handling of funds.

(The following Director positions may be held jointly by two people.)

Director of Fundraising: The Director of Fundraising shall coordinate and oversee all fundraising activities/events throughout the year, work in conjunction with the Director of Programs and Director of Volunteers, work closely with Treasurer, and assist the President, Vice President, and other Directors as needed.

Director of Membership: The Director of Membership shall coordinate three membership drives (at start of every quarter), keep membership records up to date, be responsible for recruiting and coordinating parents, teachers, staff, and community members to become SCPTG members. Will also assist the President, Vice President, and other Directors as needed.

Director of Communications: The Director of Communications shall assist the officers of the Executive Board in all areas of correspondence and communication with the general membership including preparation of quarterly newsletters, e-mails, notices, meeting minutes, and agendas. Will also create and distribute flyers, notices, posters, and other materials to advertise SCPTG events. Will also assist the President, Vice President, and other Directors as needed
Director Volunteers: (appointed by SCPTG)