Agenda

**[www.RiverhillsPTA.org](http://www.RiverhillsPTA.org)**

**RiverhillsPTA@gmail.com**

**facebook.com/RiverhillsElementaryPTA**

**SignUpGenius.com**

**(look us up by our email address)**

General Assembly Meeting

Riverhills Elementary PTA

January 28th, 2016 5:00 PM

1. Cub scouts
2. Admin Update
	1. Membership (this year: 179, last year: 140)
	2. Call for Officers
	3. Business Partnerships
3. Financial Update – Laura Kane
	1. Volunteering - Volunteer Thursdays
	2. Sign Up Genius
4. Program Update
	1. Daddy Daughter Dance
		1. FORMS DUE Feb. 3rd!!!
		2. To donate cupcakes call or text Brenda at 813-966-3111
	2. Teacher’s Lounge remodel
	3. Conference Night
	4. 5th Grade Activities
	5. Teacher Mini-grants
		1. 4th grade: magnet kits, energy investigations, K’Nex kits
		2. 3rd grade: disposable cameras for nature field trip (How We Express Ourselves unit)
		3. 1st grade: IB books for class library
		4. Spanish: Spanish board games
		5. Gifted: thumb drives for students
		6. Media: Buddha boards
	6. iMom & All Pro Dad
	7. New sound system
	8. Media Center dye cut machine
	9. Student report card awards & Student of the month awards
	10. Teacher and staff holiday gifts
	11. Beta club sponsorship
	12. Safety patrol t-shirts
5. Fundraising
	1. Raised during Academic Olympics:
	2. Walk-a-thon next year
	3. Box Tops
6. Upcoming Events
	1. Conference Night – 2/4
	2. Daddy Daughter Dance – 2/12
	3. All Pro Dad breakfast – 3/24
	4. Riverfest – 4/1
	5. Picnic in the Park – 5/6
	6. PTA General Assembly & Spring Concert/Talent Show – 5/9

**Descriptions of Positions - Executive Committee**

﻿**President** - The President oversees the functioning of the Executive Board. He/she chairs the monthly executive board and general membership meetings and works with the recording secretary to create the agenda for all PTA meetings with input from the entire executive board.  The President is an ex officio member of all PTA committees.  The President is the main liaison with the school’s administration.  The President is also a delegate to the HCCPTAPTSA.  He/she attends executive board meetings, general membership meetings, cluster meetings and any ad hoc meetings with administration or various subsets of the PTA membership. The president is expected to attend and help with all major PTA events.﻿

**VP Ways and Means -**The Vice President of Ways and Means oversees all fundraising events for the PTA.  S/he works with the chairperson of the event to ensure PTA guidelines are followed and to help in any way to ensure the success of the event.  S/he attends all executive board meetings and general membership meetings. The VP is expected to attend and help with all major PTA events.

**VP Membership -**The VP of Membership oversees collection and tracking of PTA membership. This includes creating flyers and forms that provide information on how and why to join the PTA. A master list of all membership is kept in Mail Chimp for sending email notifications and newsletters. S/he also works with community and business members to create and maintain business partnerships and sponsorships. The VP is expected to attend and help with all major PTA events.

**VP Programs -**The VP of Programs oversees all non-fundraising community PTA events.  The Program Chair works with the chairperson of the event to ensure the proper space is reserved, to set up needed funds, and to help in any way to ensure the success of the event.  S/he attends monthly executive board meetings and general membership meetings. The VP is expected to attend and help with all major PTA events.

**Treasurer -**The treasurer is responsible for keeping an accurate and detailed account of all money received and paid out by the PTA.  S/he receives and deposits all money paid to the PTA and creates checks for all payments and expense reimbursements made by the PTA.  S/he provides a statement of the PTA profit and loss and cash position at each monthly executive board meeting and at each general membership meeting. The Treasurer is responsible for working with the PTA Executive Board and the school administration to establish a yearly operating budget. The Treasurer also coordinates the yearly audit of the PTA book and records.  In addition, the Treasurer files an annual federal and quarterly sales tax returns on behalf of the PTA. The treasurer is expected to attend and help with all major PTA events.

**Recording Secretary -**The recording secretary is responsible for the documentation of all PTA business.  In conjunction with the president, s/he creates the agenda for all monthly executive board and general membership meetings.  The recording secretary attends both of these meetings, takes attendance, and creates detailed minutes.  S/he is also called on to witness and document any special meetings throughout the year that may require minutes. The secretary is expected to attend and help with all major PTA events.