

Dear HCE PTA Parents,

The time has come for us to look to the future leadership of the HCEPTA. If you are interested in being considered for a leadership position on the 2010-2012 Executive Committee of the HCEPTA, please complete the attached Willingness to Serve form and return it to the Nominating Committee Box in the Main Office by February 5, 2010. All members of the HCEPTA are eligible to be nominated. Please take note that this is a two-year commitment.

The Executive Committee is made up of the open positions listed below for the 2010-2012 term. A brief description of each committee is included.

- President
 - Oversees the activities of all the HCEPTA committees, presides over meetings and acts as a liaison between the HCEPTA Board and HCE Staff.
- 1st Vice President
 - Serves in capacity as needed by the President, presides over meetings in absence of President.
- Treasurer
 - Acts as custodian for HCEPTA funds and overseer of financial operations.
 - Submits monthly financial reporting to Executive Board.
- Secretary
 - Records the minutes of all meetings of the HCEPTA and the Executive Board, holds a current copy of the bylaws and maintains a membership list.
 - Secures location for board and committee meetings, sends reminder for each meeting, records attendance and posts general membership meeting minutes to website.
- VP of Advocacy
 - Informs parents and families about CMS-wide education issues.
- VP of Communications
 - Manages and coordinates the internal and external communications of the HCEPTA including website, HC newsletter, monthly newsletter and Hurricane Update.
- VP of Fundraising
 - Oversees all fundraising operations.
- VP of Student Enrichment
 - Provides resources to HCE staff and targeted students through enhanced math and reading support programs.
- VP of Volunteers
 - Coordinates volunteers for all HCEPTA committees and events.
 - Oversees and maintains volunteer database.

If you would like more information about a position, please feel free to contact any member of the Nominating Committee or the current volunteer holding the position of interest. Current Executive Committee contact information as well as our bylaws can be found at www.hcepta.org. Thank you for your consideration and again, please feel free to contact any member of the Nominating Committee with any questions you may have.

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