

NDPA POET Board Application 2022-2023

Personal Information		
Name		
Phone Number		
Email Address		
Background and Qualifications		
Children Currently Attending NDPA? Grades?		
Past Board Experiences		
Qualifications		
Why do you want to serve on the Board?		
<p>In addition to the responsibilities listed for each position, NDPA POET Board Members will act as ambassadors for the school, work as a team and maintain a positive attitude. Please indicate your willingness to the following:</p>		
Attend monthly POET Board meetings?		
Check and respond to email daily?		
Assist with our big events such as the Fun Run, Field Day and the Art Auction?		

Position	Responsibilities	Approx hrs/mo *	Please rank your top 3
Vice President	After serving one (1) term as Vice President, the Vice President shall automatically assume the office of the President the following year. As VP oversee the Book Fairs, LEO nights, Barnes & Noble Day, the elementary marquee and assist president as needed.	12	
Secretary	Agendas & Minutes at meetings, communication with board, social media accounts	10	
Treasurer	Monitor Budget Collect and Reimbursement Funds Prepare Monthly financial reports and taxes	30	
Teacher Support	Supervise Class Captains Back to School Night	10	
Yearbook Coordinator	Elementary Yearbook Creation Coordinate with volunteer of Jr. High Yearbook	15-20	
Volunteer Coordinator	Volunteer Database and School Rewards	5-8	
Appreciation Events	Teacher/Staff welcome gifts PTC Dinners Teacher Appreciation Week	10	
After School Events	Plan and coordinate after-school activities (Art, Choir, STEM, Mighty Kicks etc.)	20	
Community Events	Fun Run Uniform Sales Spring Volunteer Party	10-15	
Student Events	Black Island Farms Field Day (K-6)	10	
Fundraising Auction	Donations Art Projects PR and Marketing	20	
Junior High (2 positions)	Spirit Week Student Week Field Day (Jr. High)	10-15	
Health and Safety	Emergency backpacks Student Week Maturation Spirit Week	5-8	

**Monthly hour estimates can vary greatly throughout the year in some of the positions. Some months will be very high, and others will be minimal.*

Not all positions will be available every year. Some positions will be held by current POET board members. In addition to the positions listed above, some positions will utilize a co-chair to promote continuity each year.

PLEASE RETURN APPLICATION BY PLACING IN POET BOX BY Thursday March 31st, 2022.

Thank you for your willingness to help us be an amazing school for our children!

Signature: _____ Date: _____