

Horizon Japan International School Parent-Teacher Association Nomination/Volunteer Form

Dear Parents,

It's time for PTA board nomination for the next school year! We're looking for the PTA board candidates for the 2009-2010 school year. Becoming a board member gives you an opportunity to get more involved in the school and make a positive impact. This is the chance to nominate yourself or others for a board member position. We hope to see many parents willing to participate. Please refer to the job description of each role and consider your availability to be one of them.

- **President:** The President of PTA is in charge of organizing the overall PTA activities, ranging from planning topics for discussion, calling for PTA meetings, managing the progress of activities, to making proposals to the school. The president also prepares a seasonal newsletter that is published at the end of each term.
- **Public Relations Manager:** The Public Relations Manager is a liaison of the PTA and promotes the volunteer efforts of the PTA. The PR Manager cooperates with the School Representative and the School Secretary to send/receive letters and questionnaires to the parents. The PR Manager also manages the information channel such as the PTA bulletin board, PTA suggestion box and ptayokohama@horizon.ac.jp mail box.
- **Accountant:** The Accountant is in charge of overall PTA budgeting and bookkeeping. The Accountant administers membership fee collection and keeps tracks of operational expenses. The Accountant creates financial reports (i.e. B/S and P/L) at the end of the school year and issues an expense report occasionally to report the result of various events.
- **Secretary:** The secretary of the PTA is in charge of preparing written documents including PTA handbooks, proceedings, newsletter, questionnaires and voting sheets. The Secretary record minutes of the PTA Board meetings and the PTA general meetings.
- **Event Coordinator:** The Event Coordinator is in charge of coordinating and supporting the school events. This includes volunteer recruitment, purchase of necessary materials, directing volunteers in preparation for the event.
- **Web Master:** The Web Master is in charge of maintaining the board members' mailing list and sending upload requests to the HJIS IT Support for updating the contents on the PTA website.
- **Scholastics Manager:** The Scholastics Manager is in charge of promoting book purchase from the Scholastics Book Order. This includes sending out order catalogues, taking orders and delivering purchased items to each family.

Please do not be intimidated by any of the positions. This is a wonderful opportunity to help plan and organize fun activities and assist in making Horizon a better place for students as well as bringing various benefits to all our HJIS families. We are looking forward to your participation!

Please return the attached form to your child's homeroom teacher by **Friday, May 22, 2009.** If you have any questions regarding the PTA or becoming a board member, feel free to contact us at ptayokohama@horizon.ac.jp

Nomination/Volunteer Form

My name is _____
My child is _____ Grade: _____

I would like to volunteer for the position of (Please check the position you are volunteering for):

- _____ President
- _____ Public Relations Manager
- _____ Secretary
- _____ Accountant
- _____ Event Coordinator
- _____ Webmaster
- _____ Scholastics Manager

I would like to nominate the following person(s) for these positions:

President: _____

Public Relations Manager: _____

Secretary: _____

Accountant: _____

Event Coordinator: _____

Webmaster: _____

Scholastics Manager: _____

Note: If you don't know the parent's name, you may write in the child's name and his/her grade.