



2019-2021 APT NOMINATION FORM

Positions Available:

- APT Executive Board President
- APT Executive Board Communications
- APT Executive Board Treasurer
- Everett Elementary School APT President
- Deer Path Middle School APT President

Nominee's Name: _____

Position(s) Interested In (Check all that apply above)

Current APT Positions: _____

Previous APT Positions:

Current Grade Levels of Children:

Other Volunteer Work and/or Work Experience:

Submitted by: _____

For additional comments, attach a second page or write on the back.

Please email to beth60045@me.com or mail to
Beth Laufenberg, 435 E. Illinois Rd., Lake Forest 60045

FINAL DEADLINE FOR SUBMISSIONS: Wednesday, January 10, 2019
APT EXECUTIVE BOARD JOB DESCRIPTIONS 2019-2021 TERM



APT Executive Board President

- Calls and presides at all meetings of the Executive Board and of the Association
- Appoints Chairs of standing and special committees
- Oversees and coordinates the work of the officers and committees
- Provides long term planning leadership, as needed
- Is a member, ex officio, of all committees except the nominating committee
- Sets the APT calendar
- Works with the Treasurer to prepare a budget for the Executive Board approval
- Meets regularly with the Office of the Superintendent of District 67, acting as a liaison between their office and the APT
- Works closely and cooperatively with the Administrative staff of District 67 to insure accomplishment of our missions of support, cooperation, communication, and educational enrichment
- Represents the voice of the APT at various functions when needed
- Coordinates and hosts meetings and gatherings throughout the year with administrative, teacher and board of education leaders
- Maintains a positive relationship with the Spirit of 67 Foundation, Board of Education and teacher organizations
- Communicates regularly with APT membership through District communication vehicles

APT Executive Board Communications

- Serves as an APT Executive Board Member and attends monthly meetings.
- Serves as an APT Executive Board Cabinet Member and attends monthly meetings.
- Assumes responsibility for special projects, as assigned by the President
- Edits, maintains and updates the Executive APT website as needed, including:
 - Changes/additions of board members (as needed)
 - Updating meeting dates (annually)
 - Loading the President's letter (annually)
 - Updated forms (annually)
 - Posting APT Executive Board Meeting minutes after approval of board (monthly)
 - Posting pictures/news of any APT related events (whenever possible)
- Serves as the communication liaison for the Executive APT Board to the District office and schools. This may include:
 - Assisting with the development of communications pieces
 - Looking for creative ways to promote APT activities to the District 67 community
 - Signing off on promotional blurbs/announcements for APT-related events, which are submitted by APT reps to the District for distribution via District website, Friday Flyer, and communications blasts
 - Reminding the school's APT reps to submit photos from their APT related activities to the District office for use in community PR efforts
 - Creating calendar of APT events to be publicized at schools using the APT/Spirit Sandwich Boards (as needed)
- Assists APT Executive Board President with communications related special projects on as needed basis
- Provides perspective and input on APT communications related issues to the APT Executive Board Presidents, Cabinet, and Board members.



APT Executive Board Treasurer

- Keeps a record of all receipts and expenses incurred by the APT in a given financial year
- Works with the Executive Board President to develop a proposed budget for APT Executive Board approval
- Holds an annual fall meeting for School Presidents, School Treasurers, and funded Chairmena to explain the financial procedures of the APT
- Manages cash distribution, deposits, budgeting, monthly bank reconciliation and ensures that annual compilation is done by a CPA.
- Prepares and distributes monthly financial statements at each APT Executive Board Meeting.
- Oversees all APT money management issues, distinguishing clearly between APT funds and School Activity Account Funds.
- Coordinates request for account information and audits by external governmental entities
- Assumes responsibility for special projects, as assigned by the President.
- Work with CPA to complete tax returns to file with Federal and State Agencies (Fall).

APT Executive Board Building Presidents

- Appoints APT Board Members and sets meeting dates with approval of Principal [Spring/Summer]
- Oversees the work of the local board coordinators and committees.
- Calls and chairs APT Board Meetings, provides communication link to all APT committees.
- Meets with the Principal to plan school calendar and events related to APT [Spring/Summer]
- Develops APT budget with incoming Treasurer and oversees actual spending against budget [process begins in Summer, after July 1]
- Acts as or appoints committee chairs as hostess at for various local board functions [e.g. Back to School Social, Old/New Board Brunch in May, etc], Curriculum Night, New Family orientations, faculty luncheons, etc. Speaker at August New Family Orientation.
- Works closely with the school Principal/s to achieve APT missions of support, cooperation, communication, and educational enrichment.
- Communicates frequently with constituents and organizations working with APT.
- Updates APT Parent Resource Guide annually.
- Attends monthly APT Executive Board Meetings and reports back to building APT.
- Attends monthly meetings with the Officers of the Executive Board to discuss specific building and/or District issues.
- Represents school at District functions and meetings, including APT Executive Board, Spirit of 67 Foundation annual events, etc.
- Attends meetings with Superintendent/District Stakeholders, as requested.