

**EXECUTIVE COMMITTEE NOMINATION FORM**

***The mission of the ISB PTA is to foster a sense of community, build school spirit, promote enthusiasm for learning and encourage students to contribute positively to society.***

* **Interested in playing a crucial part in fostering a sense of community?**
* **Passionate about building school spirit?**
* **Do you have a penchant for promoting enthusiasm for learning?**
* **Are you eager to encourage students to contribute positively to society?**

**…………….. then ISB PTA NEEDS YOU!**

**Sixteen positions are open for nominations. Please find information regarding these positions on the 2nd page. The nomination period will start Apr. 25th and end at 3:30PM on May 10th. Further election information will be communicated later.**

**About a dozen non-executive, non-elected positions will also be open for 2019-2020 school year. These include coordinators for various initiatives and events, such as the Newcomers Coordinator, Spring Fair Co-Chairs, International Day Co-Chairs and many others.**

**Want to know more? Please contact the 2019-2020 PTA Election Committee (****ptaelection@isb.bj.edu.cn****)**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments (if any)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOMINATED BY**

**NOMINEE**

**PTA EXECUTIVE COMMITTEE POSITIONS**

To nominate someone or yourself, please fill out this form and email to ptaelection@isb.bj.edu.cn

**DDEADLINE FOR NOMINATION SUBMISSIONS IS** **3:30PM on MAY 10th 2019**

**PTA President**

The role of the PTA President is to set strategic direction for the ISB PTA which is done in close collaboration with the Head of School, Communications Director & CFO. **Questions please contact Cindy Chang at** **CindyPTA@hotmail.com**

**1st Vice President**

The 1st VP coordinates with ISB’s communication staff to update PTA activities and the PTA blog on Dragon’s Gate.

**Questions please contact Edie Chen at** **edieyjchen@hotmail.com**

**2nd Vice President - Events**

The 2nd Vice President of Events coordinates PTA special events and activities, which includes increasing parent participation in PTA events. **Questions please contact Lucy Wu at** **lucyhmwu@yahoo.com**

**2nd Vice President - Student Led Efforts**

The 2nd Vice President of Student Led Efforts coordinates with the Counsellors, STUCOs and Student Led Charity Clubs to pre-screen each funding request, present on behalf of Student Led Charity Clubs to the PTA Executive Committee and track the usage of the granted funding. **Questions please contact Rickie Lu at** **ruijia\_lu@163.com**

**Secretary**

The secretary supports the President and Vice Presidents and ensures PTA Executive Committee business is duly recorded and reported.

The secretary organizes the logistics including refreshments for PTA monthly meetings and AGM. **Questions please contact Nellie Nee at** **18614012870@163.com**

**Treasurer**

The treasurer works closely with the ISB Business Office and members of the PTA committee to ensure all PTA finances are properly safeguarded, accounted for and properly maintained. **Questions please contact Vicki Zhao at** **sovicki@gmail.com**

**PTA Store Manager**

The PTA store manager provides services to the entire ISB Community (students, teachers, parents, visitors, faculty and staff) and is responsible for the overall satisfactory running of the PTA Store. **Questions please contact Hailing Sun at** **hlsun4@yahoo.com**

**High School Divisional Representative (2 positions ~ Co-chaired)**

HS divisional reps serve as the liaison within the ISB Community to promote school spirit and enhance students overall learning. Responsibilities include: regular meetings with HS Administration & parents and organizing monthly HS coffee morning and the “grade-level” parent coffees. **Questions please contact Michelle Wen Chen at** **wenchen6686@yahoo.com** **or Paula Sun at** **paulajsun@yahoo.com**

**Middle School Divisional Representative (2 positions ~ Co-chaired)**

MS divisional reps serve as the liaison within the ISB Community to promote school spirit and enhance students overall learning. Responsibilities include: regular meetings with MS Administration & parents, organizing the monthly morning MS parent coffees and the overall co-ordination of the Homeroom Class Parents. **Questions please contact Purcy Lai at** **purcylai@yahoo.com** **or Lanny Shen at** **lanny\_sh@hotmail.com**

**Upper Elementary School Divisional Representative (2 positions ~ Co-chaired)**

UES divisional reps serve as the liaison within the ISB Community to promote school spirit and enhance students overall learning. Responsibilities include: regular meetings with ES Administration & parents, organizing monthly morning UES parent coffees and the overall co-ordination of the Homeroom Class Parents. **Questions please contact Christine Ren at** **renkui99@sina.com** **or Yvonne Xu at** **yvonne\_hy\_xu@hotmail.com**

**Lower Elementary School Divisional Representative (2 positions ~ Co-chaired)**

LES divisional reps serve as the liaison within the ISB Community to promote school spirit and enhance students overall learning. Responsibilities include: regular meetings with ES Administration & parents, organizing monthly morning LES parent coffees and the overall co-ordination of the Homeroom Class Parents. **Questions please contact Lian Duan at** **lian\_d@yahoo.com** **or Steve Chen at** **slchen.neep@gmail.com**

**Booster Club Chair**

The Booster Chair coordinates all Booster Club activities (hospitality & appreciation events, co-curricular student gifts, tournament prizes, Booster product spirit item design & production & sales) with regular meetings with the Athletics and Fine Arts departments. **Questions please contact Cherry Wu at** **cherry.wu@outlook.com**