

PTA Board Nomination Form for 2017-2018 School Year

The PTA Nominating Committee is now accepting nominations for the following Executive Officer positions for next year's PTA Executive Committee. We welcome all nominations. You may nominate yourself if you are interested, too! You may nominate as many candidates as you choose; however, you must use a separate form for each recommendation.

Thank you for supporting our PTA!

I wish to have the PTA Nominating Committee consider the following person:

Name _____

Address _____

Telephone (____) _____ Email _____

For the following position(s):

- President Vice-President
 Secretary Treasurer Other

Describe this person's qualifications for office and fitness to serve. Please attach any other information about this candidate (limit to one page) that may be helpful in assisting the Nominating Committee. Previous volunteer experience is helpful but not a prerequisite. **Eligibility:** an individual must be a PTA member for at least 15 days prior to elections.

Submitted by _____ Date _____

Return **signed** form to do_claudia@hotmail.com or drop it off in the school office. Those who don't have a scanner at home, you can snap a picture on your phone and send it via email as well.

DEADLINE for submitting this form: **3:40 PM, Friday, March 31st**

PTA Position Descriptions

PRESIDENT

The President is the presiding officers and official spokespeople for the PTA. They preside at all meetings, plan the agenda with Secretary and work with the rest of the Board to ensure PTA procedures and guidelines are followed. They strive to create an open environment where all members of the Sunset community are welcome, encouraged to participate, and appreciated for their efforts. In addition, they help establish a positive relationship with Sunset principal and staff and promote a positive image of the PTA within the community. They serve as ex officio members of all committees except the nominating committee.

http://www.wastatepta.org/wp-content/uploads/2016/12/President_HB_2016_WSPTA.pdf

VICE-PRESIDENT

The Vice-President's duties are to preside at meetings in the absence of the president and to act as assistant to the president. The position of the vice president can be adapted to the needs of each individual PTA or council. Some of the president's tasks or duties can be delegated to or shared with the vice president.

http://www.wastatepta.org/wp-content/uploads/2016/12/President_HB_2016_WSPTA.pdf

(link same as President)

SECRETARY

The Secretary takes minutes and records all business at each PTA meeting. They prepare the minutes for approval at the next meeting, and work with the President to plan meeting agenda and inform the President of any unfinished business from previous meetings. They also take attendance to determine if a quorum is present. With the Treasurer and Membership Chair, the Secretary keeps an up-to-date roster of members and record of committees. At the end of the year, the Secretary ensures all copies of legal documents and files are in order and ready to transfer to new officers.

http://www.wastatepta.org/wp-content/uploads/2016/12/Secretary_HB_2016_WSPTA.pdf

TREASURER

The Treasurer is the authorized custodian to manage PTA funds on behalf of the membership and Board. They serve as Chair of the Budget Committee and present the budget to the Board and membership. The Treasurer is responsible for ensuring PTA funds are handled appropriately, depositing them promptly into appropriate bank accounts and keeping an accurate record of all funds received and disbursed. In addition, they manage PTA payments and tax filings.

http://www.wastatepta.org/wp-content/uploads/2016/12/Treasurer_HB_2016.pdf