



Hearst PTA Officers Nomination Form

The Hearst PTA is looking for parents who are committed to the PTA mission "... to support our school's efforts in providing a quality education for our children, advocate for our students' best interests, and strive for excellence."

The PTA is seeking nominations for eight (8) PTA Officer positions for the 2012-2013 and 2013-2014 school years. The responsibilities of the officers are summarized on the next page of this form. If you have the time and interest to serve as an Officer, or know someone who does, please complete the form below and place in an envelope marked "Hearst PTA Nominating Committee" and return to the office or to your child's classroom by February 10th.

The election will be held at the March 19th PTA meeting. Officers shall assume their duties on July 1, 2012.

Please indicate which position you are making a nomination for. You may make multiple nominations by using additional copies of this form. Please only include one nomination per form.

- | | |
|---|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> 1 st VP: Ways & Means | <input type="checkbox"/> Auditor |
| <input type="checkbox"/> 2 nd VP: Membership | <input type="checkbox"/> Historian |
| <input type="checkbox"/> 3 rd VP: Programs | <input type="checkbox"/> Recording Secretary |

Nominee's Name: _____

Nominee's Phone or email: _____

Why would this nominee be a good candidate for this PTA Officer position: _____

Your name and contact information, if you are nominating someone other than yourself:

*****ALL SUBMISSIONS ARE CONFIDENTIAL*****

All nine PTA Officers are members of the Executive Board and will attend all meetings of the Executive Board and the General PTA Membership.

President

The president sets meeting agendas and presides at all meetings of the PTA and Executive Board; Coordinates the work of the PTA Officers and Committees; approves and signs all contracts; oversees the general budget; acts as the PTA liaison to the Administration.

1st Vice President: Ways & Means

Develop the plan for the year that would raise the amount needed to meet the proposed unit budget; oversee the individual fundraising committees; ensures that fundraising activities are reviewed, approved, coordinated and scheduled appropriately; acts as primary liaison between the Fundraising Committee Chairs and the Executive Board; reports on fundraising activities at PTA meetings.

2nd Vice President: Membership

Lead the Membership Committee in establishing membership goals, creating a membership development plan and calendar, and execute ongoing membership promotion and outreach.

3rd Vice President: Programs

The Hospitality Chairman is the official host of the PTA unit, and with a committee, is responsible for establishing a friendly, comfortable atmosphere at PTA meetings and events; should be a member of the program planning committee; plan and execute Teacher Appreciation events.

Recording Secretary

Record, post and file minutes of PTA General and Executive Board meetings; maintain files of official documents including the By-Laws and Annual Records; maintain Board, Committee and Membership lists, file all PTA documents with District/State Offices; send notices of meetings to executive board members and/or association members as needed; manage PTA correspondence, both incoming and outgoing.

Treasurer

Have charge of all PTA funds; keep an accurate account of all receipts and expenditures; expend money in accordance with the budget, issuing checks and petty cash; file all required financial reports; have the accounts independently audited annually. Knowledge of general accounting and QuickBooks helpful.

Auditor

Determines the accuracy of the books and records of the financial officers; detect and recommend correction of errors; verify funds have been transferred through channels; assure the membership that the association's resources and funds are being managed in a businesslike manner within the regulations established for their use.

Historian

Assembles and preserves the record of activities and achievements of the PTA and assists the president in preparing the Annual Report; works with the Volunteer Coordinator to collect and report volunteer hours.

Parliamentarian

Review and study the bylaws and standing rules annually; provide members and executive board with training on simple parliamentary procedures – how to state a motion, rules of debate, quorums; call the first meeting of the nominating committee and conducts the election of the Nominating Chair. This position is appointed, not elected.