

## CADDO DISTRICT PTA NOMINATION FORM

The following offices are up for election at the Caddo District PTA General Meeting on April 20, 2017.

### **2<sup>nd</sup> Vice President & Treasurer**

The following is a **brief** synopsis of the duties of each office. A detailed list of duties is listed in the Caddo District PTA Bylaws and may be obtained from the Chair of the Nominations Committee.

**2<sup>nd</sup> Vice President:** Promotes and chairs the Reflections Program which includes; training and communicating with local unit chairs, finding impartial judges and working with LAPTA to submit entries. Works closely with the chairs of Safety Drawing and My Louisiana and helps them when needed. Experience with the Arts and PTA Arts Programs and computer skills encouraged.

**Treasurer:** Maintains a full account of PTA funds, provides written financial reports at all meetings, makes deposits and disbursements, maintains the books and presents for audit annually. Chairs the budget and finance committee. Performs audits of local units, as necessary. Accounting or Bookkeeping Experience necessary.

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- Please make as many copies of this form as are needed.
- Enter only one nominee suggestion on each form.
- Complete all requested information to the best of your knowledge.
- Send nominations to: Kelly Byrd  
Nominating Committee Chair  
1515 Garland Place  
Shreveport, LA 71105

**IMPORTANT:** Please mark on outside of envelope "NOMINATIONS".  
Nominations must be received by Saturday, **February 4, 2017**.

## CADDO DISTRICT PTA NOMINATION FORM

Name of Office: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Address of Nominee \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Unit Name \_\_\_\_\_

Signature \_\_\_\_\_

Why do you feel that this person is qualified to serve in this office?

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Personal Comments:

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Note: This form will be destroyed after the election for these offices

## QUALIFICATIONS STATEMENT

1. Local PTA Unit (Give positions and number of years served):
  
  
  
  
  
  
  
  
  
  
2. District PTA (Give positions and number of years served):
  
  
  
  
  
  
  
  
  
  
3. State Board of Directors (Give positions and number of years served):
  
  
  
  
  
  
  
  
  
  
4. Major accomplishments within PTA:
  
  
  
  
  
  
  
  
  
  
5. Why would you like to serve in this office?

Each nominee should provide the above information along with a short resume. The person making the nomination shall be responsible for ensuring that the person they nominate gets this form and returns it to the Nominating Committee chair.

Note: Use an additional sheet of paper is necessary

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