

Lee Elementary PTA

Nominating Form for PTA Officers

For the 2018-2019 School Year

The Lee PTA Nominating Committee will be meeting in February to nominate board members for the 2018-2019 school year. Please use this form to nominate yourself or other individuals for our consideration.

Nominations are open to anyone who has been a member in good standing of the Lee PTA for at least thirty (30) days. Officers are eligible to serve for up to two (2) terms, which means that current board members serving their first terms may be re-elected.

PLEASE NOMINATE YOURSELF IF YOU ARE INTERESTED IN SERVING

Position	Primary Responsibility	Nominee
President	Presides at all meetings of the association and executive board. Is the official rep. of the unit at council and district meetings. Responsible for preparing the unit annual report required by CA State PTA. Signs all authorizations for payment. Has all newsletters, flyers, and notices approved by the principal, prior to distribution. Performs other duties in the bylaws or assigned by the association.	
Executive Vice President	Serves as the primary aide to the president. Coordinates the ice cream social. Performs other duties in the bylaws or assigned by the association.	
1 st Vice President (Membership)	Handles all activities related to recruiting members and collecting membership dues (this work is concentrated in the Fall).	
2 nd Vice President (Legislation)	Keeps the membership informed of education-related legislative initiatives before the state and federal legislatures, particularly those that the PTA is supporting or opposing.	
3 rd Vice President (Ways and Means)	Recruits the chairs for the various fund-raising committees and provides support and oversight of their activities. Usually serves as the chair of the Fall Fundraiser.	
4 th Vice President (Parent Education)	Plans and organizes events during the year to address issues and topics of interest to parents	
Historian	Assembles and preserves a record of the activities, achievements and volunteer hours of the association. Assists the President in preparing the annual report of the Lee PTA	
Financial Secretary	Keeps an accurate record of all receipts and authorizations for payment for filing with the treasurer's records. Presents a monthly report at every meeting. Makes all deposits to a board approved bank.	
Treasurer	Pays all bills authorized by the board or association. Issues monthly reports at the general meeting. Chairs and prepares the budget for adoption by the association. Files all tax returns and other forms required by the CA state PTA. Prepares and presents an annual financial report to the association. (Basic computer skills and bookkeeping/ accounting background very helpful)	
Recording Secretary	Prepares and maintains the official minutes of each board and general meeting. Maintains the permanent record of minutes and other significant documents from meetings.	
Auditor	Reviews the books and records of the treasurer and recording secretary twice per year, and corrects as necessary.	

Please return this form to the Lee office or your child's teacher no later than Wednesday, Feb. 14.

Feel free to contact the current President Cristina Canning at cmcanning@yahoo.com if you have any questions. We look forward to having you be a part of the Lee PTA and to another successful school year.

Nominations will be announced at the March 2018 meeting and the Executive Board will be elected at the May 2018 meeting. Additional nominations can be announced from the floor during the March meeting.