

PLEASANT RIDGE PTA NOMINATION FORM



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 and will strive to create a diverse and balanced roster of applicants that accurately represents our school's demographic. Our goal is to see that every parent has a voice on our PTA and is given the chance to become actively involved in enriching the educational opportunities at our school. 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!

The PTA members serving on our Nominating Committee are:

Ann Friedholm Amy Lepore Shelly Mareno Janet Dillon Karyn Bloch

I wish to have the PTA Nominating Committee consider the following person (can be yourself):

Name _____

Email _____ Phone _____

For the following position(s) – please number positions of interest in order of priority (1=highest)

<input type="checkbox"/> President	<input type="checkbox"/> VP of Fundraising	<input type="checkbox"/> 1st Grade Representative
<input type="checkbox"/> Treasurer	<input type="checkbox"/> VP of Communications	<input type="checkbox"/> 2nd Grade Representative
		<input type="checkbox"/> 3rd Grade Representative

Note: Positions above are open either because the currently seated member is at the end of her 2-yr term or because the currently seated member is interested in a different position (it is not mandatory to complete both years of a term). Priority will be given to the currently seated member if he/she is not elected into a new position.

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. The nominee will be asked to share why he/she wants the position and the skills/experience he/she has that will enable him/her to succeed in that position.

Submitted by _____ Date _____

DEADLINE for submitting this form: March 27th, 2015
 Questions: annfriedholm@gmail.com

VOTING PROCESS

The nominating committee will review all nominations and present the slate at the April 16th Board Meeting (9am at Pleasant Ridge). If more than one person is interested in a position, the nominees will be asked to share why he/she wants the position and the skills/experience he/she has that will enable him/her to succeed in that position. A vote will be taken at that meeting (ballots will be handed out to all members in good standing and collected anonymously). If candidates are interested in more than one position, the nominating committee will consider the votes and favor placement in the more preferred position.

Officer Duties (can be reviewed in detail at www.pleasantridgepta.wordpress.com)

- **President:** The President shall be the Chief Executive Officer of the PTA. She/he shall preside at general membership and Board of Directors meetings and shall be a member ex-officio of all committees, except the Nominating/Placement committee. The president shall, with the approval of the Board, create committees not otherwise provided. She/he shall, with the Treasurer, sign all contracts and obligations authorized by the Board of Directors.
- **Vice President of Fund Raising:** The Vice-President of Fund Raising shall coordinate fund raising activities of the PTA. She/he shall oversee the functions of and serve as an advisor to such committees as determined by the Board of Directors, particularly those involved with direct sales and fundraising. She/he shall work with her assigned committees to ensure success of the committees and keep the Board informed of the progress.
- **Vice President of Enrichment Programs:** The Vice-President of Programs shall coordinate enrichment and supplemental school programs as determined appropriate by the Board of Directors. She/he shall oversee the functions of and serve as an advisor to such committees, particularly those that involve student/teacher enrichment and supplemental activities. She/he shall work with the PTA sponsored enrichment activities and supplementary programs to ensure success of the projects/programs and keep the board informed of the progress.
- **Vice President of Communications:** The Vice-President of Communications shall coordinate communication activities of the PTA. She/he shall oversee the functions of and serve as an advisor to such committees as determined by the Board of Directors; particularly those involved in communication. She/he shall work with assigned committees to ensure success of the committees and keep the Board informed of its progress.
- **Vice-President of Volunteer Placement:** The Nominating and Placement Chair shall coordinate nominating and placement activities of the PTA. She/he shall oversee the functions of and serve as an advisor to such committees as determined by the Board of Directors. She/he will place volunteers in all chair positions by the start of each school year. She/he shall also work with an appointed committee of volunteers, as determined by the Board of Directors, to prepare a slate for the upcoming year. She/he will keep the Board informed of the progress.
- **Secretary:** The secretary shall keep an accurate record of all meetings of the PTA and of the Board of Directors, and any special meeting as called for by the board. She/he shall assume the general duties of the president in his/her absence.
- **Treasurer:** The treasurer shall have custody of all of the funds of the PTA. She/he shall also keep a full and accurate account of receipts and expenditures. She/he shall make disbursements in accordance with the approved budget, as authorized by the PTA. She/he shall present a financial statement at every meeting of the association and at other times when requested. She/he shall make a yearly financial report available at the annual meeting in May. She/he shall oversee the accounts of all committees that raise funds. She/he shall keep the record of the National and State portions of the membership dues separate from the record of the general funds of the local unit, as provided in these Bylaws. She will forward the appropriate unit dues to the Michigan PTA office on or before June 1 of each fiscal year. She/he will also be responsible to forward National and State moneys to the Michigan PTA office on a monthly basis by the 28th of each month.
- **Grade Representative:** Grade Reps shall bring forward topics of interest from his/her grade's community to ensure the PTA is adequately addressing his/her grade's needs. He/She will, in turn, communicate PTA efforts, accomplishments, issues and needs back to his/her grade community.