



## PLEASANT RIDGE PTA EXECUTIVE BOARD NOMINATION/INTEREST FORM 2023-2024

TO: Lauren Skaggs, Nomination Committee Chairperson

DATE:

FROM:

PHONE:

EMAIL:

I hereby nominate the following person (self nominations are acceptable) for the following Pleasant Ridge PTA Board Position for the 2023-2024 school year.

NAME:

Same as above

PHONE:

EMAIL:

If more than one position interests you, please list your preferences using a 1-2-3 scale (1 being first choice) (A description of Officer Duties is attached to this form)

President

Vice President, Enrichment Programs

Secretary

Vice President, Fundraising

Treasurer

Vice President, Volunteer Placement

Vice President, Communications

## **REQUIREMENTS:**

All nominees must be a member of the Pleasant Ridge PTA in good standing at the time of nomination. You may apply for membership (and pay the \$10 annual dues) simultaneously with submitting your nomination. Per the PTA bylaws, nominations of non-members will not be considered.

Parents or guardians who have a child attending Pleasant Ridge during the school year of the term of the position are eligible to be nominated.

All Board positions are a one year term. No person may serve more than three consecutive terms in the same position except president who may not serve more than two consecutive terms.

Nominees should have a willingness to:

- Learn what the PTA's purposes and policies are and to follow them;
- Reflect and embrace the diversity of the school community;
- Create an environment of support and mutual respect;
- Train and encourage new leaders;
- Foster relationships with other PTAs and community groups and agencies.

## **VOTING PROCESS:**

The Nominating Committee will review all nominations and present the slate of all individuals deemed eligible for nomination ("Eligible Candidates") to the Pleasant Ridge Board at their **MAY 11, 2023** meeting or such other established time ("Election Meeting") to be held in the Conference Room of Pleasant Ridge beginning at 7:00 pm.

If more than one person is interested in a position, the Eligible Candidates will be asked to be present at the Election Meeting 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. If an Eligible Candidate is unable to attend the Election Meeting, he/she may submit a written statement which will be read aloud and considered in lieu of a personal appearance.

All Pleasant Ridge PTA members in good standing are eligible to vote but must be present at the Election Meeting to cast a secret vote. Ballots will be handed out and collected anonymously.

**ALL NOMINATION FORMS MUST BE SUBMITTED BY **May 10, 2023.****

**NOMINATION FORMS MAY BE SUBMITTED THROUGH THE PTA **COMMUNICATIONS** MAILBOX  
LOCATED IN THE PLEASANT RIDGE FRONT OFFICE COPY ROOM OR VIA ELECTRONIC  
SUBMISSION TO **communications@prpta.org.****

**Questions may be directed to the Nominating Committee Chairperson**

**Lauren Skaggs  
communications@prpta.org**

## PLEASANT RIDGE PTA BOARD POSITIONS AND THEIR DUTIES

- **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.
- **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/he 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.
- **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 Enrichment Programs:** The Vice President of Enrichment 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 Fundraising:** The Vice President of Fundraising shall coordinate fundraising 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 Volunteer Placement:** The Vice President of Volunteer Placement shall coordinate placement of volunteers for 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.