

SEVEN LAKES HIGH SCHOOL PTSA

EXECUTIVE BOARD NOMINATION FORM

The SLHS PTSA Nominating Committee is now accepting nominations for the 2019-2020 PTSA Executive Board. If you, or someone you know, is interested in serving in one of the officer positions below, please fill out the form and return it to the SLHS front office NO LATER THAN Monday, February 18, 2019.

All nominees must be PTSA members in good standing. Non members may still join the PTSA.

Please refer to the back of this form for a complete list of officer descriptions and duties.

If you have any questions, please contact committee chairman, Kris Shade kris.shade@hotmail.com or a nominating committee member. Committee members are Lisa Jones, Nikki Alvarez, Kerri Finnesand and Jamie McArdle,

NOMINATION FORM

Deadline: Monday, February 18, 2019

OFFICE: Please circle office of interest (you may circle more than one)

PRESIDENT, VIPS, MEMBERSHIP, SECRETARY, TREASURER,

WAYS & MEANS (FUNDRAISING), PROGRAMS

NOMINEE CONTACT INFORMATION:

NOMINEE: _____

PREVIOUS PTA EXPERIENCE: _____

QUALITIES OR TALENTS OF THIS PERSON:

HOME PHONE NUMBER: _____ CELL NUMBER: _____

EMAIL ADDRESS: _____

SUBMITTED BY: _____

Please return this form in an envelope addressed SLJH PTSA NOMINATING COMMITTEE to the SLHS FRONT OFFICE no later than Monday, February 18, 2019. You may also email nominations to Kris Shade Kris.shade@hotmail.com

PTSA OFFICER DESCRIPTIONS AND DUTIES

Each term is for one year. A person may serve two consecutive terms in the same position.

PRESIDENT: Presides over all PTSA meetings. Coordinates work of officers and committees. Is a member of all committees except nominating and audit committees. Ensures all SLHS PTSA objectives are followed. Attends monthly local, council, VIPS and president meetings.

1st VP PROGRAMS: Responsible for PTSA sponsored programs. Presides over meetings in the president's absence. Performs other duties as assigned by the president.

2nd VP MEMBERSHIP: Responsible for PTSA membership drives and organizes membership events. Performs other duties as assigned by the president.

3rd VP WAYS & MEANS: Responsible for PTSA fundraising. Performs other duties assigned by the president.

4th VP VIPS: Responsible for volunteer coordination. Manages requests for volunteers and maintains database of names/ hours as appropriate. Performs other duties assigned by the president.

TREASURER: Responsible for all funds of the association. Maintains and keeps accurate books and records. Chairs the Budget Committee. Presents financial reports, both written and oral, at all meetings. Performs other duties assigned by association.

SECRETARY: Responsible for recording minutes of the association and keeping accurate records of all official work of the association. Chairs Bylaws Committee. Performs other duties assigned by the association.

OTHER APPOINTED POSITIONS and PTSA STANDING COMMITTEES

The following positions will be appointed by the incoming President and board. All names interested in committees will be passed on for consideration.

Please circle any committees on which you would be interested in serving:

SPIRIT WEAR, WORKROOM, ARTS IN EDUCATION/ REFLECTIONS, CAMPUS BEAUTIFICATION, HOSPITALITY, SCHOLARSHIPS, COMMUNICATIONS,

COUNCIL DELEGATE, HOLIDAY HOME TOUR

NAME: _____

CONTACT NUMBER: _____ EMAIL: _____

NOTE: The Nominating Committee is only responsible for filling the OFFICER positions listed. A nomination does not guarantee the position as an officer. Each candidate will be carefully considered for the office he/she is nominated for. All nominations are confidential.