

Little Cedars Elementary



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Little Cedars Elementary PTA - Nomination Form

2020 - 2021 School Year

The Nominating Committee serves to select qualified, interested PTA members to present to members as potential candidates for the Little Cedars Elementary PTA Board for the 2020-21 school year.

Your input is vital to this mission! We are seeking people with positive leadership skills and the ability to commit to the duties of an officer of the PTA. When choosing a member to submit to the committee for consideration, you may find the description on the back helpful, as it gives information regarding some of the operational responsibilities of each office.

Nominating someone for office is a privilege afforded to all members of the PTA. Take advantage of this privilege and please consider nominating a PTA member, or yourself, to serve as an officer of the Little Cedars Elementary PTA!

ALL SUBMISSIONS ARE CONFIDENTIAL!

Your Name _____ Phone # _____

I submit to the Nominating Committee the following name(s) for consideration for nomination. I have spoken with the individual (s) named, and they have agreed to this submission.

| Position | Name to Consider for Nomination | Contact Phone # |
|----------------------|---------------------------------|-----------------|
| President | | |
| Secretary | | |
| Treasurer | | |
| VP Academic Programs | | |
| VP Communication | | |
| VP Fundraising | | |
| VP Special Events | | |

Please place this form in a sealed envelope marked "PTA Nominating Committee." You may send it to the school with your child or drop it off in the school office, where extra forms are also available.

PLEASE SUBMIT YOUR COMPLETED FORMS BY March 18, 2019

Little Cedars Elementary PTA - Elected Officer Descriptions

President

The president's responsibilities include: working with our principal to establish the school events calendar and the PTA budget; setting the agendas and presiding at all general membership meetings, PTA working sessions, and executive committee meetings; helping create a caring community of parent volunteers and promoting opportunities that build a cohesive school environment for all students and families. Ensure the PTA Board has the tools and information it needs to perform its jobs. Committees under the President include: Hospitality, Popcorn/Ice Cream Sales, Financial Review, Awards and Scholarships, and Backpack Program.

Secretary

The Secretary takes meeting minutes and creates meeting agendas for all PTA General Membership and Board meetings. Assists with adherence of bylaws, standing rules, membership list, general meetings, and elections.

Treasurer

The Treasurer manages the budget and finances of the PTA. Receives and disburses all money in accordance with the bylaws and approved budget. Also serves as Chair for Budget Committee to plan yearly budget.

VP Academic Programs

Oversee the student enrichment committees & programs. Maintain regular contact with committee chairperson to ensure they have the help and resources needed. Committees under the VP Academic Programs include: Art Docents, FIRST Robotics Club, Lego Club, Reflections, Science Labs, Science Fair, Spelling Bee, Celebration of the Arts, Yearbook, and Cultural Night.

VP Communication

Ensure good communication with parents, teachers and administration. Maintains "big picture" view of communication activities and possible master calendar conflicts. Assists all committee chairs in making use of the communication tools available to publicize their event or program, with an eye to overall consistency in approach. Oversees the following committees: Wolverine Weekly Newsletter Editor, Social Media Chair, and Website Editor.

VP Fundraising

The VP of Fundraising oversees campaigns and special events to raise the money needed to meet the PTA budget by overseeing the following committees: Fall Fundraiser, Box Tops for Education, Spirit Wear sales, Loyalty Programs, School Supply kits, Silent Auction and Spring Fundraiser.

VP Special Events

Oversee the special event committees & programs. Maintain regular contact with committee chairperson to ensure they have the help and resources needed. Committees under the VP Special Events include (but are not limited to): Popsicles on the Playground, Movie Night, Skate Deck, Bingo, Talent Show, Mornings with Mom, Dads and Donuts and Spring Carnival.

Two people may hold any elected position jointly, other than Treasurer. All elected officers must attend one WSPTA-approved training session within their elected year.