

2017-2018 School Year

## Little Cedars Elementary PTA - Nomination Form 2017-2018

The Nominating Committee serves to select qualified, interested PTA members to present to the members as potential candidates for vacant officers of the Little Cedars Elementary PTA for the 2017-2018 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 vacant officer.

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 17, 2017.**

**Thank you for your valuable input.**

## **Little Cedars Elementary PTA - Elected Officers**

### **President**

The president's responsibilities include: working with our principal to establish the school 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 promote 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.

### **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. He/she 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, Drama and the S.T.E.A.M. program.

### **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, Student Directory and New Family Welcoming.

### **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, Loyalty Programs, 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, working closely with Volunteer Coordinator. Committees under the VP Special Events include (but are not limited to): Popsicles on the

Playground, Movie Night, Skate Deck, Bingo, Talent Show, Staff Appreciation Week, Mornings with Mom, Dads and Donuts and Celebration of the Arts.