



Little Cedars Elementary PTA - Nomination Form

The Nominating Committee selects qualified, interested PTA members to present as candidates for vacant officer positions on the Little Cedars Elementary PTA board for the 2023 – 2024 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. You may find the descriptions on the following page helpful, as they give information regarding some of the operational responsibilities of each office. Positions may be shared cooperatively allowing for a co-VP 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 # /Email _____

Position	Name to Consider for Nomination	Contact Phone #/Email
President		
Secretary		
Treasurer		
VP Academic Programs		
VP Fundraising		
VP Communication		
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. Teachers may place in the PTA mailbox.

PLEASE SUBMIT YOUR COMPLETED FORMS BY March 17, 2023.

Thank you for your valuable input.

Little Cedars Elementary



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Little Cedars Elementary PTA - Elected Officers

President

The president's responsibilities include: setting the agendas and presiding at all general membership meetings and board meetings, creating an annual calendar of events and working closely with the school principal to understand the needs of the students and staff; helping create a caring community of parent volunteers and promoting opportunities that build a cohesive school environment for all students and families. Ensures 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. The Treasurer provides monthly finance reports to the board and assists in preparing tax filings for the organization.

VP Academic Programs

Oversee the student enrichment committees & programs. Maintain regular contact with committee chairpersons to ensure they have the help and resources needed. Committees under the VP Academic Programs include: Art Docents, Lego Club, Art Club, Reflections, Arts and Culture Night, and Science Fair.

VP Communication

Ensure good communication with parents, teachers and administration. 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 Student Directory.

VP Fundraising

The VP of Fundraising oversees fundraising campaigns to raise the money needed to meet the PTA budget by overseeing the following committees: Spirit Wear, Loyalty Programs, Fun Run, Dining Out Donations, and Auction.

VP Special Events

Oversee the special event committees & programs. Maintain regular contact with committee chairpersons 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, Camp Kindy, School Dance, Talent Show, and Carnival.