**Be the change you want to see on your PTA!**

The Sample Elementary School PTA is searching for new officers. Volunteers are needed for the following Officer positions:

**President, Vice President, Treasurer, Secretary**

The term for each position is 2 years and detailed information regarding the duties and responsibilities of each position (except for Vice President) is available at [www.njpta.org/resourceshub](http://www.njpta.org/resourceshub).

We are also looking for additional volunteers to form various Committees. Chairman and committee members are needed. If you would like to submit your name for an officer position or volunteer to be on a committee, please contact the nominating committee by submitting the below form.

**President:**

The responsibilities of PTA President are facilitated with input/collaboration from the Executive Committee (elected officers)

* Set goals and plan PTA calendar
* Plan meeting agendas
* Preside at meetings
* Appoint committee chairs
* Serve as an ex officio member on all committees
* Share financial responsibility with Treasurer – co-signs all PTA checks
* Official spokesperson of the PTA
* Act as liaison to the school administration

**Vice President:**

* Act as assistant to the President
* Step into President role at request of President (preside over a meeting if President is unable to attend)
* Additional duties as determined by the Executive Committee

**Treasurer:**

* Assist in developing a budget
* Manage funds of the organization
* Submit budget and treasurers reports at all meetings
* Deposit all monies into the PTA bank account
* Pay all bills by check with 2 signatures
* Maintain all financial records/files
* File IRS Form 990, Charities Registration form

**Secretary:**

* Take minutes and record all business at PTA meetings
* Prepare minutes for approval at next meeting
* Take attendance at meetings
* Hold all organization documents in the Secretary’s notebook (copies of Bylaws, membership roster, etc.)

**TO:** Members of Sample Elementary School PTA

**FROM:** Nominating Committee

**RE:** Nominations for Elected Officers

We are seeking nominations for President, Vice President, Treasurer and Secretary for our new PTA. We are looking for widespread involvement and interest and are committed to an open process as we seek, recruit and develop new leaders. Complete the nomination form (self-nomination is acceptable), and return to *PTA Nominating committee (mailbox for PTA is at the Sample Elementary School)* by *February 4th, 2026.*

I am interested in the position of:

\_\_\_\_\_ President \_\_\_\_\_ Treasurer \_\_\_\_\_ Other

\_\_\_\_\_ Vice President \_\_\_\_\_ Secretary

*Please note – the term of office will be 2 years.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best time and day to reach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tell us about any previous volunteer leadership experience and/or your qualifications for your position of interest.

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