Dear Sample Elementary PTA Member,

The PTA Board of Directors is seeking nominations for the following PTA positions:

President

1st Vice President

Treasurer

Secretary

Each position is a two-year term. Only those individuals who have been a PTA member in good standing for 15 days shall be eligible for nomination, either by committee or from floor.

Interested candidates should fill out the nomination form (see reverse) and send it to Sue Ann Nivens at [happyhomemaker@mtm.com](mailto:happyhomemaker@mtm.com) or return to school with your child by **April 27, 2023.**

Thank you,

Sue Ann Nivens

Nominating Committee Chair

**President**: The president shall preside at all meetings of the Local PTA and of the Board of Directors; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Local PTA or by the Board of Directors; and shall coordinate the work of the officers and committees of this Local PTA in order that the purposes may be promoted.

**Vice President**: The Vice President(s) shall act as aide(s) to the President and shall in their designated order perform the duties of the president in the President’s absence or inability to serve.

**Treasurer**: The treasurer shall have custody of all funds of this Local PTA, shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by this Local PTA. The treasurer will make disbursements as authorized by the President and executive board. The treasurer shall present a financial statement of accounts at every meeting of the organization. The treasurer will present a budget at the first general membership meeting of the school year.

**Secretary**: The secretary will record the minutes of all PTA meetings and the Board of Directors, have a copy of the official bylaws, a current membership list available at every meeting, and perform such other duties delegated to him/her. They will conduct the association’s general correspondence directed by the President, Board of Directors, or this Local PTA.

Recommendations for Nominations for the Sample Elementary PTA

At the June 5, 2023 membership meeting, Sample Elementary PTA will be electing officers for the following positions: President, 1st Vice President, Treasurer, and Secretary for the term of two years.

**PLEASE PRINT CLEARLY**

Recommendation for the office of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

E-Mail:

Phone:

Address:

**Qualifications for Office**

PTA Experience:

Community Service/other activities:

Submitted by: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

**Nominating Committee**:

Sue Ann Nivens, Chair

Mary Richards

Lou Grant

**Deadline: April 27, 2023**