



Peruvian Park  
Elementary PTA

# Executive Committee Nominations Form

Are you interested in helping Peruvian Park Elementary make the 2020-2021 school year successful and fun? Would you like to be a part of an outstanding group of parents, teachers, and volunteers? If this sounds like you (or someone you know), please consider filling out the Peruvian Park PTA nomination form (on reverse page)! We need great leadership in order to continue supporting our school!

We are currently looking for nominations (you may nominate yourself or others) for the following Executive Committee positions for the 2020-2021 school year:

**President**  
**Secretary**  
**Treasurer**  
**Legislative V.P.**  
**Education V.P.**

**President-Elect** (will move into President position in 2021-2022)

Potential Nominees:

- Must be a PTA member 30 days preceding election (election will be in March 2020)
- Should familiarize themselves with position descriptions and duties as listed on form
- Be willing to serve a 1 year term for the entire 2020-2021 school year
- Must be willing to attend required PTA training for position elected (State training will be held May 14th and 15th 2020. Region trainings held in April 2020 and Fall 2020)
- Understand this is a volunteer position and will incur no payment or benefits

## **Elections will be held at the PTA General Membership Meeting held in March 2020.**

Please check [www.peruvianparkpta.org](http://www.peruvianparkpta.org) for exact date and time details. To be announced by Feb 2020.

**PTA makes so many programs at our school possible: field day, family night, classroom grants, book fair, Kindergarten welcome, Panthers and Popsicles, Goodies and Grownups, Reflections, emergency snacks, Junior Achievement, Chess Club, Choir, Battle of the Books, readathon and more! Without PTA leadership, these programs will disappear! Please nominate yourself or someone today!**

# Peruvian Park PTA Executive Committee Officer Nomination Form 2020-2021

You may nominate yourself or someone else. Thank you for helping us find great leaders!

Please return form to the school in envelope or stapled shut and marked, "PTA Nominating Committee"

All nominees will be contacted to ensure they are willing to serve.

**Deadline for nominations is January 29th at 8 A.M.**

I Nominate \_\_\_\_\_ for the position of \_\_\_\_\_

*(Please check boxes below if applicable)*

- I am willing to do this position only if there are no other candidates who are interested
- I am willing to run in a contested election against other candidates
- I am not interested in elected positions but would like to volunteer in a different capacity.

*Please list program you are interested in helping with on line below*

\_\_\_\_\_

Nominee's contact information (phone/email): \_\_\_\_\_

Why do you want to serve on the Executive Committee or why do you think this nominee should serve?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominator's name and contact information: \_\_\_\_\_

## **Officer Position job descriptions**

**President:** Presides over all meetings of the PTA. Attends district PTA council meetings. Coordinates the work of the officers and committees of the PTA. Communicates with the Principal regarding PTA events. Meets with treasurer to go over budgets and expenditures.

**President-Elect:** Work under and in cooperation with the PTA President. In absence of President, perform the duties and exercise the powers of the President. Automatically succeed to the office of president at the end of his/her term.

**Secretary:** Record all minutes of PTA meetings. Maintain an accurate membership roster. Conduct correspondence on behalf of the PTA as needed.

**Treasurer:** Keep a full and accurate account of all PTA expenditures. Develop a yearly budget with input from executive committee. Present a financial statement each month at PTA meeting. Co-sign all checks with President, Pres-Elect, or Secretary. File income tax return and submit books annually for audit.

**Legislative VP:** Review any pending educational legislation on the state and national level. Communicate important legislative information to staff, parents, and PTA members. Act as an aide to the President and give valuable input to PTA executive committee decisions such as budget and programs.

**Education VP:** Help plan and coordinate the annual family night event. Act as an aide to the President and give valuable input to PTA executive committee decisions such as budget and programs.