

INDEPENDENCE ELEMENTARY PTA OFFICER NOMINATION FORM 2017-2018

IES PTA Officer Descriptions and Duties

Each term is for one year; however, a person may serve two consecutive terms in the same position. A procedural notebook is provided for every board position. Executive Board meetings are once a month (day/time determined by the board) with other duties performed as needed. All officers will be given the opportunity to attend the Texas PTA Leadership Conference for training.

- **President-** Presides over all PTA meetings; coordinates work of officers and committees; is a member of all committees, except the Nominating and Audit Committees; authorized to sign on bank accounts; attends monthly local, council and presidents' meetings; should attend the summer leadership conference.
- **1st Vice-President, Membership-** Responsible for PTA membership drives; authorized to sign on bank accounts; presides over meetings in the president's absence; performs other duties assigned by the president or the association.
- **2nd Vice-President, Fundraising-** Responsible for PTA fundraising; presides over meetings in the president's absence; establishes and maintains business partnerships for the school; authorized to sign on bank accounts; performs other duties assigned by the president or the association.
- **Treasurer-** Responsible for all funds of the association and maintaining and keeping accurate records of all official work of the association; authorized to sign on bank accounts; presents financial reports, both written and verbal, at all meetings; performs other duties assigned by the president or the association.
- **Secretary-** Responsible for recording minutes of the association and keeping accurate records of all official work of the association; chairs the Bylaws committee; performs other duties assigned by the president or the association.

Other Appointed Chairs and Standing/Special Committees

Please mark any committees you are interested in serving on or chairing.

- | | | |
|---|---|---|
| <input type="checkbox"/> Communications/Web | <input type="checkbox"/> Homecoming Parade/TCHS Coordinator | <input type="checkbox"/> School Supplies Coordinator |
| <input type="checkbox"/> Community Partnership (Box tops) | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Special Events Committee |
| <input type="checkbox"/> Community Sponsorship | <input type="checkbox"/> Maverick Math Coordinator | <input type="checkbox"/> Spirit Nights Coordinator |
| <input type="checkbox"/> Environmental Awareness | <input type="checkbox"/> Parliamentarian | <input type="checkbox"/> Spirit Wear Coordinator |
| <input type="checkbox"/> Fine Arts Night Coordinator | <input type="checkbox"/> Reflections | <input type="checkbox"/> Student Programs Coordinator |
| <input type="checkbox"/> Healthy Lifestyles | <input type="checkbox"/> Room Parent Coordinator | <input type="checkbox"/> Volunteer Coordinator |
| <input type="checkbox"/> Historian | <input type="checkbox"/> Running Club Committee | <input type="checkbox"/> Yearbook Committee |

Please return this form in an envelope to the front office, addressed to the IES PTA Nominating Committee by Friday March 31st, 2017

Elections will be held at PTA General meeting on April 11th 6:00pm

I'm interested in the following Office(s). Please rank them according to your preferences

If you have served as an Officer/Chair in previous years, indicate which one and School year:

Print Name: _____

Signature: _____ **Date:** _____

Telephone Number: _____ **Email:** _____

Thanks for your interest in serving Independence Elementary!
Questions? president@iespta.org