

Nomination Form for 2022-2023 PTA

(Individuals are welcome and encouraged to recommend themselves)

At the last General Assembly meeting on June 9, 2022, Clyde Hill Elementary PTA will be electing officers for the 2022-2023 PTA year. Nominees are being sought for the following positions: President, Vice-President, Treasurer, and Secretary. These positions can also be co-seated. To be eligible for election to any of the above positions, candidates must have been a member of any PTA in the state of Washington for at least 15* days prior to being elected.

Deadline: April 22, 2022

Please send this completed form to nomcom@clydehillpta.org

Recommendation for office of	
Full Name	
Phone Number	
Email	

(please attach more pages as needed for below)

Qualifications for this office	
PTA service and experience	
Community services and/or other activities	
Submitted by (name & phone)	

Clyde Hill Elementary School PTA 2.3.27, local unit number 0203027 Standing Rules:

The elected officers of this unit shall be President, Vice President, Secretary, and Treasurer. These officers shall be elected at a General Membership meeting in accordance with PTA uniform bylaws before June 30, and will assume their duties on July 1. These elected officers shall constitute the Executive Committee. These officers may hold any one position for no more than two consecutive years.

President:

- Chairing Board and general meetings;
- Overseeing fiscal compliance;
- Serving as a liaison with school administration or community partners;
- Checking in regularly with officers and committees to ensure the overall plan is on target;
- Identifying challenges and inviting solutions;
- Familiarizing yourself with all PTA programs and resources;
- Representing PTA to the community;
- Recruiting and mentoring volunteers and future leaders;
- Ensuring our legal entity remains in good standing at all levels; and
- Volunteering at events, when available.

Treasurer

- Keeping accurate records and submitting written financial statements for meetings;
- Chairing the Budget Committee, which prepares and monitors the annual budget;
- Ensuring an audit, financial review, or compilation is done in accordance with the bylaws;
- Preparing an annual report to be used to review your PTA financial records;
- Filing your PTA's 990 report to the IRS on time-if your unit is a 501(c)(3);
- Submitting state-level reports and filings as required;
- Overseeing proper handling of money, such as ensuring money is collected, counted, recorded, and deposited promptly and appropriately; and
- Ensuring financial checks and balances are in place at all times.

Vice-President

- Acts as an aide to the President
- Performs the duties and exercises the powers of the President in the absence of the President

Secretary

- Working with the President to create a meeting agenda;
- Sending out meeting announcements, agendas, and supporting documents;
- Taking attendance and checking for quorum (minimum number of members who must be present to conduct business at a meeting) during voting;
- Documenting all board and general membership meetings, includes taking minutes, counting and recording any votes; and
- Presenting the draft minutes of the previous meeting, making any corrections and ensuring approved minutes are included in your PTA's permanent record and also available to the general membership;
- Great secretaries often have prior volunteer and/or meeting experience and are enthusiastic about PTA.