

## PPCES-WEST PTA 2022-2023 Board Nomination Form

Dear PPCES-WEST Parents, Volunteers and PTA Members:

The Nominating Committee is interested in your suggestions for officer candidates to serve for the 2022-2023 school year. This is a great way to make an invaluable contribution to the children at Pembroke Pines Charter Elementary School – West Campus. There are many different positions available, so please consider serving on the Board. If you or someone you know is interested in serving in one of the officer positions listed below, please fill out the form and return it to the Front Office by Friday, May 13<sup>th</sup> 2022. You may nominate yourself or someone else. Be sure to nominate only those who have given their consent to serve, if elected.

**\*\*IMPORTANT\*\*** - The nominee **MUST ATTEND** our last PTA Meeting of the year, which is schedule **IN-PERSON** on **Tuesday, May 17<sup>th</sup>, 2022 at 6PM** in our Elementary Cafeteria.

Thank you for your continued support and consideration!

### **PPCES-WEST PTA Board Nomination Form Deadline: Friday, May 13<sup>th</sup>, 2022**

**You may drop off your form to the Front Office or Email to PPCESWESTPTAROCKS@GMAIL.COM**

Please check (you may choose more than one)

\_\_\_\_\_ PRESIDENT      \_\_\_\_\_ 1ST VP – PROGRAMS      \_\_\_\_\_ VP - MEMBERSHIP  
\_\_\_\_\_ TREASURER      \_\_\_\_\_ 2ND VP – VOLUNTEERS      \_\_\_\_\_ VP- FUNDRAISING  
\_\_\_\_\_ SECRETARY      \_\_\_\_\_ 3RD VP – EVENTS      \_\_\_\_\_ VP – COMMUNICATIONS

*\*Term: It is recommended persons serve only 2 consecutive terms. However, should nobody apply for said position, a person could serve a 3<sup>rd</sup> term.*

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

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Nominee Name: \_\_\_\_\_ Nominated By: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Hours Available To Serve: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Children Attending and Grade: \_\_\_\_\_

NOTE: The Nominating Committee is only responsible for slating the officer positions listed. A nomination does not guarantee the position as an officer, each candidate will be carefully considered for the office he/she is being nominated for. All suggestions are confidential.

### **OFFICER DESCRIPTIONS & DUTIES**

Each term is for one year; however a person may serve two consecutive terms in the same position. Executive Board Meetings are held every two months or as needed.

#### **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.

#### **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.

#### **VP, Programs-**

Responsible for the planning and execution of school programs, assemblies, and workshops that will enhance the educational experience of students.

- Coordinate with principal, teachers, staff and Executive Board to develop a program schedule and calendar to be included in the school calendar.
- Applies for PTA awards related to programs.
- Attends all Executive Board Meetings and General Membership Meetings.
- Presents a report at meetings to summarize program efforts.
- Coordinates/prepares the advertising/communications concerning program efforts.

**2<sup>nd</sup> VP, Volunteers-**

Coordinates recruitment of volunteers for all PTA-sponsored programs and events, coordinates volunteer recognition, meets regularly with committee chairs, member of Executive Board.

**3<sup>rd</sup> VP, Events-**

Serves on the Executive Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President

- Oversees all committees that organize and run each special event activity sponsored by the PTA

**VP, Membership-**

Be in charge of Membership.

- Responsible for membership drive and contest; accept dues and remit them to Treasurer.
- Compile duplicate lists of membership and distribute as necessary (President, Secretary, Texas PTA).
- Submit state and national dues, checks and membership lists.
- Preside in the absence of the president (in their designated order).

**VP, Fundraising-**

Acts as the point person for all PTA fundraisers.

- Evaluates fund raising events throughout the year and determines the effectiveness of fundraising efforts.
- Oversees and provides guidance to the committee chairs involved in fundraising efforts.
- Applies for PTA awards related to fundraising.
- Attends all Executive Board Meetings and General Membership Meetings.
- Presents a report at meetings to summarize fundraising efforts.
- Coordinates/prepares the advertising/communications concerning fundraising efforts.

**VP, Communications-**

Give a regular communications report to your PTA;

- Create and find custom graphics to promote PTA programs and events;
- Maintain an up-to-date website;
- Use social media to communicate with members;
- Encourage officers and chairmen to contribute short articles and reports for the newsletter, website, or social media site;
- Provide media releases as requested; and
- Receive approval from President before posting communications.