



SKYLINE ELEMENTARY PTA BOARD OFFICER NOMINATION FORM

Place a check mark by the position you are interested in or you may nominate others by filling in their names next to the desired position. If you are flexible about officer positions, you may rank the positions you are willing to fill by placing a #1, #2, and #3 by the position title.

___ **President** _____

___ **Secretary** _____

___ **Treasurer** _____

___ **Historian** _____

___ **Auditor** _____

Your Name: _____

Phone: _____

E-Mail: _____

Children – Name and Grade: _____

President

- Preside over all meetings of the association & be a member of all committees; except the nominating committee. Coordinate the work of the PTA Officers and Committees.
- Works directly with the Administration, Teachers and Staff.
- Submit local unit officers' form and verification of local unit's employer ID.
- Coordinate the work of the officers and committees of the association, in order to ensure that the association's purposes will be promoted.
- Approve and sign all contracts. Oversee the general Budget. Act as the PTA liaison to the Administration.

Secretary

- Write and maintain PTA business-related correspondence.
- Process, create and administer the PTA Membership Database.
- Create and post Meeting Agenda; President assists.
- Attend all meetings to take notes and post minutes of the meeting.
- Process and maintain PTA information on PTA website.

Treasurer

- Manage the funds of the association. Keep an accurate and detailed account of all monies received and paid out. Receive all monies for all accounts and deposit into bank. Pay by check all bills as authorized by the President, in accordance with the budget adopted by the association.
- Submit a financial report at regular meetings of the association. Be prepared to answer all questions promptly, and have the records available at the meeting. Remit state and National PTA dues by the due dates outlined in the bylaws.
- Assist with the membership chair and secretary to keep an accurate list of the PTA membership. Assist the President in preparing the annual budget for the association.
- Prepare an annual financial report. Assist in preparing the annual tax return (form 990) and filing form with the IRS and the state and national PTA. Have the accounts examined according to the auditing procedures outlined in the bylaws. Perform other duties as assigned.

Historian

Assembles and preserves the record of activities and achievements of the PTA and assists the President in preparing the Annual Unit Historian Report . Historian records, like minutes, should be kept forever.

Auditor

The PTA auditor is an elected officer and member of the Executive Board. However, an individual or a committee may be appointed by the President to carry out this responsibility in the absence of the auditor. The books may be also be audited, in accordance with PTA guidelines by a paid auditor.