

**ACCOMPSETT MIDDLE SCHOOL PTA
NOMINATION FORM 2019**

You may nominate one person for each of the following offices. The nomination can be for yourself or someone else.

OFFICE	NOMINATION
<p>PRESIDENT- Presides over PTA meetings, prepares agenda, appoints committee chairs, signs contracts, represents PTA at district functions, shares national and district news with PTA unit, oversees committees, and makes certain the goals of our PTA are met. Attends monthly superintendent meetings at NYA.</p>	<p>Name: Phone #: Email: Qualification/comments:</p>
<p>FIRST VICE-PRESIDENT- Acts as an aide to the President, presides at all meetings when the president is unavailable. Corresponds with all the committee chairs. Represents the association at meetings the President cannot attend.</p>	<p>Name: Phone #: Email: Qualification/comments:</p>
<p>SECOND VICE-PRESIDENT- Serves in place of the first Vice-President when necessary, acts as an aide to the president. Works with committees & provides support to all Exec. Committee. Oversees PTA website.</p>	<p>Name: Phone #: Email: Qualification/comments:</p>
<p>CORRESPONDING SECRETARY- Reads and files all correspondence received, conducts correspondence as directed by the President, sends notification of general meetings. Posts calendar events and activities to the website, sends weekly e-mail blasts. <i>Incumbent: Denise Antretter</i></p>	<p>Name: Phone #: Email: Qualification/comments:</p>
<p>COUNCIL DELEGATE- Attends every other month council meetings on Monday nights, reports findings to PTA, attendance at other district meetings is helpful.</p>	<p>Name: Phone #: Qualification/comments:</p>
<p>RECORDING SECRETARY- Records all meetings of the association, keeps a permanent file of the minutes, updates the bylaws, assists the president with the preparation of the agenda, assists with updates to the website. Handles membership.</p>	<p>Name: Phone #: Email: Qualification/comments:</p>
<p>TREASURER- Custodian of ALL PTA funds, keeps an accurate account of funds, reports on receipts and disbursements, forwards appropriate dues to State and National PTA, prepares yearly budget, prepares annual audit. Ideal person for this position is highly organized. Must be available to pick up money from fundraisers in a timely manner from the school main office.</p>	<p>Name: Phone #: Email: Qualification/comments:</p>

Please tell us why you feel each candidate would make a successful PTA officer. List any prior accomplishments, acts of volunteerism, and/or leadership attributes. If easier, use a separate sheet of paper, then attach to this form.