

Frank P. Long PTA

OFFICER NOMINATIONS/ELECTIONS 2018-2019

PTA nominations are currently being accepted for the Frank P. Long PTA Board. Please complete this form and return it to school no later than Thursday, April 27th.

Our elections will be held at our PTA meeting on Thursday, May 3, 2018 at 6:30 p.m.

_____ **President**-Presides over all PTA activities and business. With the board, plans the yearly events. Runs meetings and sets agenda. (This can be a "co" position)

_____ **Vice President**-Assists the duties of the president and performs the duties of president in case of absence. (This can be a "co" position)

_____ **Treasurer**-Keeps records of all PTA financial accounts and transactions (maintains checkbook, pays bills, prepares monthly statement for meetings, etc)

_____ **Secretary**-Attends the monthly meetings and records minutes of those and executive board meetings. Must type and submit minutes each meeting.

_____ **Volunteer Coordinator**-Maintains the PTA volunteer list and schedules volunteers for each event. Must be tech and social media savvy, organized, and able to email/call many people for several events during the year. **This is crucial to our ability to contact and involve members.**

We also need a chairperson for the following events:

_____Bingo Night _____Dances _____Plant Sale _____Photo Days

_____Book Fair _____Yearbook _____Box Tops _____Spiritwear

_____Holiday Boutique _____Staff Appreciation Luncheon _____Class Parent Social

If you have any questions about these positions, our 2017-2018 PTA Officers are: Beth Garlin-President; Jennifer Hollmann-Treasurer; Marybel Kasten-Secretary.

YOUR NAME: _____

PHONE/EMAIL: _____

If you are nominating someone other than yourself, please list the person(s) you are nominating and their contact info: _____