



## Sanders Memorial Elementary Officer Interest Form 2018-2019 School Year

It is that time!! The Sanders Memorial Elementary PTA Nominating Committee is recruiting candidates to hold PTA Executive Board Officer Positions for the 2018-2019 school year.

Sanders Memorial PTA is seeking nominations for PTA Executive Board Officers. We are looking for individuals who are willing to serve SMES, staff, children and families, while advocating and enriching the lives of children through the development of activities, programs and overall support for all educational, physical, health, legislative and social efforts.

A brief description of role responsibilities for each officer position is provided in the attached document. Remember, it is through the continued efforts of our PTA community, especially our dedicated volunteers, that we can provide vital support for all the children here at SMES. As our PTA continues our work and mission, we need great volunteers and leaders to accomplish important tasks. Easily said, we need you to serve, and the children need all of us working together!

If you or someone you know has an interest in serving as an Officer, please complete the form below, place it in a sealed envelope addressed to the “**PTA Nominating Committee**,” and return to the front office. You may also e-mail any nominations to [ptasecretarysmes@gmail.com](mailto:ptasecretarysmes@gmail.com). All information will be kept strictly confidential within the Nominating Committee.

**The deadline for all nominations is Friday, April 27<sup>th</sup>, 2018. The Nominating Committee will announce their slated nominations at our general membership meeting scheduled for Tuesday, May 8<sup>th</sup>, 2018 in the cafeteria @ 6:00 PM. If multiple applicants are nominated for the same position, voting will take place at the beginning of the general meeting. *We strongly suggest all who are interested express their desire to hold an office prior to the May meeting and elections.* Please e-mail any questions to [ptasecretarysmes@gmail.com](mailto:ptasecretarysmes@gmail.com).**

Place a check mark under the position in which you are interested in being nominated, or would like to nominate someone else for. If you are interested in more than one position, please rank each position in the order of preference with “1” being the highest level of interest.

President	1 <sup>st</sup> Vice President	2 <sup>nd</sup> Vice President	3 <sup>rd</sup> Vice President	Treasurer	Recording Secretary	Corresponding Secretary
_____	_____	_____	_____	_____	_____	_____

Nominee Name: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Nominee Address: \_\_\_\_\_

Nominee Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_



## PTA Officer Explanation of Positions

### **PRESIDENT**

The president shall preside at all meetings of the Local PTA and of the Executive Committee/Board. The President shall perform such other duties as prescribed in the PTA bylaws or assigned by the Local PTA or by the Executive Committee/Board. The President shall coordinate the work of the Officers and Committees of this Local PTA in order that the Objects may be promoted.

### **VICE PRESIDENTS (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>)**

The Vice Presidents shall act as aides to the President and shall in their designated order perform the duties of the President should the president be absent or unable to serve.

### **RECORDING SECRETARY**

The Recording Secretary shall record the minutes of all meetings of the PTA and of the Executive Committee/Board. The Recording Secretary shall send the Annual Report of Local PTA to the State Office of the Florida PTA and the President of the County Council; and perform such other duties as may be delegated to him/her.

### **CORRESPONDING SECRETARY**

The Corresponding Secretary shall conduct the general correspondence of the organization as directed by the President, Executive Committee/Board, or this Local PTA.

### **TREASURER**

- The Treasurer shall have custody of all funds of the Local PTA; shall keep an accurate record of receipts and expenditures;
- Shall pay out local funds in accordance with the approved budget as authorized by this Local PTA;
- The Treasurer shall be responsible for the maintenance of such books of accounts and records as confirmed and required by the PTA bylaws;
- The Treasurer will make disbursements as authorized by the President, Executive Board, or this Local PTA in accordance with the budget adopted by this Local PTA;
- The Treasurer shall present a financial statement of accounts at every meeting of the organization and at other times when requested by the Executive Committee/Board, and shall make a full report at the annual meeting;
- And, The Treasurer's account shall be examined annually or upon change of Officer, by an auditor or an Auditing Committee of not less than 3 members, who satisfied that the Treasurer's Annual Report is correct, shall sign a statement to the facts at the end of the report.



## DUTIES OF THE EXECUTIVE BOARD

- To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- To approve the plans of work of the standing committees;
- To present a report at all regular meetings of this Local PTA;
- To approve the appointment of an auditor or an Auditing Committee at least two weeks before the annual meeting to audit the Treasurer's accounts;
- To accept and submit to this Local PTA for adoption a budget for the fiscal year; and
- To approve routine bills within the limits of the budget.
- Handle money at all PTA events

All interested parties must be an approved volunteer through Pasco County Schools. If you have not already, please complete the application. Reminder, your application and approval are only valid during the school year applied.

**VOLUNTEER APPLICATION:** (Must be completed yearly)

[https://webdb.pasco.k12.fl.us/fmi/iwp/cgi?-db=vol\\_db&-loadframes](https://webdb.pasco.k12.fl.us/fmi/iwp/cgi?-db=vol_db&-loadframes)

Thank you for your interest and desire to help drive the mission to advocate for all children.



***Sanders Memorial PTA Nominating Committee***