

Piedmont IB Middle School PTSA

Nominations & Elections for 2019 - 2020

- ❖ I want Piedmont IB Middle School to be one of the best schools in North Carolina!
- ❖ I want my student to have a great year – to learn and to have fun!
- ❖ I want to help decide how PTSA fundraising moneys are spent.
- ❖ I want all the students at Piedmont IB Middle School to be successful!
- ❖ Please read through the **PTSA Board Officers** descriptions below, and consider volunteering yourself or someone you think would be effective at the job. All names submitted will be treated confidentially. If the above statements are true about you, then help us help The Piedmont Pirates! Dedicated teachers, staff, and PARENTS make Piedmont IB Middle School a great school! Join us - it's rewarding, it's important, it's even fun!

Officer elections will be held at the **PTSA Meeting on May 9, 2019 at 8:00 AM** at Piedmont IB Middle School. All candidates for the Officer positions of President, Vice President, Secretary, and Treasurer must have their name in with THIS form by **Friday, May 3, 2019**. We welcome self-nominations too. Please return this form to your student's home base teacher or email it to piedmontptsa@gmail.com.

Elected Officers

Nominee Name

Contact Information

(Telephone Number & Email Address)

President _____

Serve as leader and key contact for the PTSA; preside at all PTSA meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTSA's objectives can be met. (Effort: year-round, on-going)

Vice President _____

Act as an aide to the President; perform the duties of the President in the absence or inability of the officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board. (Effort: year-round, time varies depending upon roles)

Secretary _____

Keep the minutes of all general meetings and all meetings of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents; keep the calendar of events for the PTSA; attending PTSA meetings; type up and distribute the meeting minutes; and update and distribute the weekly newsletter. (Effort: 3 - 4 hours per month)

Treasurer _____

Be responsible for and have custody of all funds; make disbursements as properly authorized; answer questions regarding available funds; assure that PTSA policies and best practices are followed with regards to funds; prepare the books for all audit activities; and prepare financial reports for each meeting. (Effort: 10-12 hours per month, depending on activities)

Nomination form submitted by: (Name and Email address)
