**ATTENTION CALUSA PARENTS**

**CALUSA PTA EXECUTIVE BOARD NOMINATION FORM 2018-2019**

The Calusa PTA is seeking nominations for six (6) PTA Executive Board positions for the 2018-2019 school year (see descriptions below). If you have the time and interest to serve as an Officer, please complete this form. The form may be submitted electronically to Susan Schnabel or placed in a sealed envelope marked “PTA Nomination” and deposited in the PTA lock box. The deadline to return the form is ***Wednesday, March 14, 2018***. If you have any questions please contact Susan Schnabel at [susan.schnabel@gmail.com](mailto:susan.schnabel@gmail.com) Nominees must be current PTA members and present at the election.

The Election will be held at our PTA meeting on ***Wednesday, April 4, 2018 at 5:30pm****.* Installation of the elected officers will immediately follow the election.

**President**: Communicate with County, State and National PTA. Maintain procedure books, sets meeting agendas and presides at all meetings of the PTA and the Executive Board, approve and sign all contracts, and act as the PTA liason to the Administration.

**VP Ways and Means**: Assume duties of president as needed, procure funds which help support the PTA’s educational purposes, select vendors, maintain records, and work with the Treasurer to account for all merchandise and funds.

**VP Membership**: Attend school and PTA functions to promote PTA membership, prepare membership cards, maintain accurate membership records and report at each PTA meeting, work with Treasurer to remit dues monthly to PTA.

**Treasurer**: Receive and disburse monies with accurate records per bylaws, submit state PTA membership dues monthly, prepare budget with committee per bylaws, count monies and issue receipts, provide financial statements at all meetings, submit records for audits, file tax forms on behalf of Calusa PTA, maintain checking account.

**Recording Secretary**: Record meeting minutes for all meetings of the association and executive committee and board, act as custodians of Calusa PTA records, keep permanent file of all minutes, agendas, charter and approved copy of the bylaws.

**Corresponding Secretary**: Prepare all written communications as directed on behalf of the Calusa PTA and keep all correspondence on file and accessible during meetings.

**Name** (please print):

I am interested in running for the following position:

I would like to nominate for the following position:

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Phone: Email:

Child’s Name(s):

Teacher(s):