



WE NEED YOUR “VOICE”!

The PTA Nomination Committee would like you to consider yourself or another qualified candidate for nomination to the 2009-2010 PTA executive board. Four elected positions on the executive board are open for the next school year. In addition to attendance at monthly board meetings and four annual general membership meetings, the job responsibilities include:

President: *presides at all meetings, makes appointments to committees and positions, member of most committees, works with principal, staff and district officials, aware of all deadlines, knows basic Robert’s rules, promotes PTA and serves as a representative of the PTA as needed*

Vice President: *oversight of PTA programs, communicate with committee chairs, assist and stand in for president as needed*

Secretary: *take minutes of all meetings, records transactions, prepares minutes for approval*

Treasurer: *maintain accurate, detailed account of all funds received/disbursed, submits monthly budget reports, handles PTA bank account and preserves all financial records, pays necessary government taxes, fees, and insurance policies, handles payment of reimbursements and invoices, work with school district representatives regarding PTA grants, chair of the budget committee*

The Brier PTA can not achieve its mission and goals of enhancing the quality of our school without *your* commitment and leadership! Training is available at the State PTA Convention in May.

Please fill out the nomination form below and return it to the school office. Elections will be held at the General Membership Meeting on April 9, 2009.

For more information or to ask questions questions, write to us at contact@brierelementarypta.org

| Brier PTA Nominating Form | |
|----------------------------------|--------------------------|
| For position of: | _____ |
| Name: | _____ Phone/Email: _____ |
| Activities/Experience: | _____ |
| | _____ |
| Remarks: | _____ |
| | _____ |