



Sheridan Park Elementary 2019-2020 PTA Board Nomination Form

Dear Parents, Faculty and Staff,

The election of the 2019-2020 PTA board officers will take place on May 17, 2019. This is your chance to really get involved! The PTA helps facilitate volunteer opportunities and also organizes and fundraisers to provide supplies for school special events and programs.

We are now accepting nominations for the following elected board positions:

- ❖ **President** – Presides over all events and meetings; advises/coordinates with the board members, coordinators and volunteers.
- Vice President of Fundraising** – Manages fundraising for the PTA; works closely with the President, other board members, coordinators and volunteers.
- Vice President of Membership** – Recruits new members and keeps membership record; works closely with the President, other board members, coordinators and volunteers.
- ❖ **Treasurer** – Keeps records of all PTA funds; makes deposits and withdrawals; pays bills as needed; manages the flow of PTA money; prepares reports for all meetings and oversees the book keeping of activities, events and fundraising.
- Corresponding Secretary** – Responsible for the PTA newsletters, creating flyers for events, making copies for all students/parents, forms; handles all correspondence for and about the PTA, and email blasts.
- ❖ **Recording Secretary** – Works with President to create agendas for meetings, records minutes at all PTA meetings and acts as a custodian of records.

❖ *In order to have a functioning PTA board, the positions must be filled*

Qualifications

- **1. Must be a current PTA member 2. Must apply (in July) to be an approved volunteer for 2019-2020 3. Must attend monthly PTA board meetings and General meetings.****

If you are interested in a board position for next year, please complete and return this form to the office **no later than May 10th, 2019**. You can place it in the **ELECTION BALLOT BOX** at the front office, (**NOT PTA drop box**) or send it in with your child for the teachers to place in the Election Ballot Box for you. If you have any questions about the elections or any of the positions, please contact Ms. Prescott at 754-323-7350.

Elected Board Position Nomination

Name: _____ Name: _____ Name: _____

Phone #: _____ Phone #: _____ Phone #: _____

Position: _____ Position: _____ Position: _____

Name: _____ Name: _____ Name: _____

Phone #: _____ Phone #: _____ Phone #: _____

Position: _____ Position: _____ Position: _____

PLEASE PLACE ALL NOMINATION FORMS IN ELECTION BALLOT BOX AT FRONT OFFICE (NOT PTA BOX).