



**Nob Hill Elementary
PTA Executive Board Application
2021-2022**

Name: _____

Address: _____

Phone Number: (home) _____ (mobile) _____

E-mail address: _____

Please read the attached list of positions available for the 2021-2022 school year and fill out the information below.

Position Information (please print):

Position applying for: _____

Have you ever volunteered for this organization before? Yes _____ No _____

What kind of experience do you have in this or a similar position? _____

Will you be available for monthly meetings at 6:30 p.m.? Yes _____ No _____

Do you have time to actively assist with most PTA sponsored activities? Yes _____ No _____

Will you be available to volunteer during school hours? Yes _____ No _____

Application Deadline is Friday, April 23, 2021.
Please return application in an envelope marked
PTA Nominating Committee

BOARD POSITIONS - If a school board member becomes a member of the Board, they may not touch any money when it comes to collections or counting.

President	Executive and decision-making responsibilities of the PTA, including budget and activities, communicate all PTA business with administration, Communication with all PTA Board, Chair monthly PTA meetings, (attend monthly SAC meetings, if possible), be available for all PTA activities and events, and other duties as assigned.
1st Vice President	Board responsibilities including budget, and activity decision-making, attend monthly meetings, be available for PTA activities and events. Coordinate Fall Fundraiser. These duties are not inclusive, other duties will arise throughout the year, and other duties as assigned.
2nd Vice President	Board responsibilities including budget and activity decision-making, attend monthly meetings, be available for PTA activities and events. Coordinate Spring Fundraiser. These duties are not inclusive, other duties will arise throughout the year, and other duties as assigned.
Treasurer	Banking and Board responsibilities including budget and activity decision-making. Maintain budget. Attend monthly PTA meetings to present budget. Be available for fundraising money counts and bi-weekly bank deposits. These duties are not inclusive, other duties will arise throughout the year.
Recording Secretary	Record and maintain monthly PTA meeting minutes. Board responsibilities including budget and activity decision-making. These duties are not inclusive, other duties will arise throughout the year.
Corresponding Secretary	Send cards to staff for birthdays and other occasions throughout the year. Board responsibilities including budget and activity decision-making. These duties are not inclusive, other duties will arise throughout the year.
Parliamentarian	Keeps meeting flowing, knows rules and regulations that the PTA governing board should follow, assists as needed at meetings. These duties are not inclusive, other duties will arise throughout the year.