

Ridgecrest PTA

**** Nominations for Executive Officers !! ****

2008-09

***YOUR INPUT
is important!***

***WE HAVE FINE LEADERS!
LET US KNOW WHOM YOU WOULD CHOOSE!***

All nominees must be a PTA member for 30 days prior to election.

All executives must be available for monthly executive meetings (usually 2nd Tuesdays 7-9 p.m.) AND General meetings (usually 3rd Tuesdays 7-9 p.m.) They will also attend 2-3 trainings per year, with no out-of-pocket costs.

Positions Available (Job Descriptions are on the back of this form)

- (Co)President
- (Co)VP Programs
- (Co)VP Legislative Affairs
- (Co)VP Fundraising
- Secretary
- Treasurer

The PTA Nominating Committee will call each person for his/her permission to run.
THANK YOU for your essential input in this process.

**Please have your nomination in (via phone, email or school office/PTA mailbox)
no later than
March 13, 2008**

**ELECTIONS TAKE PLACE APRIL 11, AFTER SCHOOL
during General Meeting at Walkathon**

Nominating Committee:

Mary Sierchio (chair), peased@msn.com, 206-361-7931; Kendahl Adjorlolo, adjor@gte.net, 206-364-3588; Julie Chin, JHasson1@aol.com, 206-364-2837; Stacy Sarver, stacy.sarver@gmail.com 206-769-7923; Gina Walton, ginazwalton@hotmail.com, 206-365-8329

NAME	PHONE #	EXECUTIVE POSITION

Keep in mind that the purpose of the PTA is “to promote the health, welfare, safety, and education of children and youth in the home, school, community, and the place of worship”.

Your name and phone number in case we have questions: _____

All nominees must be current PTA members.

All executives must be available for monthly executive meetings (usually 2nd Tuesdays 7-9 p.m.) AND board meetings (usually 3rd Tuesdays 7-9 p.m.) They will also be attending 2-3 local trainings per year, with no out-of-pocket costs.

Job Descriptions

President

Preside over and make agendas for all executive, board and general PTA meetings. Oversee PTA activities. Attend monthly Shoreline PTA Council general meetings (last Monday of the month 7-9 p.m.). Attend PTA council and regional trainings (2-3 per year. Finds chairs for and oversees Golden Acorn/Outstanding Ed. Comm., Kellogg Liaison, Volunteer Recognition, R2D2 (Diversity Activities), Teacher/Staff representative, Volunteer Coordinator, Ex-officio member of all committees

Vice President of Programs

Preside over PTA meetings in the absence of president. Oversee all non-fundraising and non-legislative program activities such as school dance, skate night, book fair... and insure there is a chair for each of these activities.

Vice President of Legislative Affairs

Preside over PTA meetings in absence of president AND 1st VP. Oversee activities that involve Legislation, including School Board activities in Shoreline School District. Attend Fall Legislative Assembly (usually in Yakima, registration and hotel paid by PTA). Attend Legislative Round Table in Seattle area in November. Attend Focus Day in Olympia in January or February.

Vice President for Fundraising

Run major Fall Fundraiser and Walk-a-thon. Oversee committees for Chili feed, Ice Cream Social and any activities that take in money.

Secretary

Keep minutes at all PTA meetings, distribute and publish using WSPTA rules. Send out reminders of meetings to come and agendas (working with the president). Oversee newsletter and Website committees.

Treasurer

Keep track of expenses and income. Update monthly budget information for meetings. Write checks. Work with Grant Committee. Be sure that all IRS forms are filled out and turned in on time. Be sure that insurance forms are updated annually. Work with Budget Committee. Oversee Membership. Other duties as outlined in WSPTA By-Laws.