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BRING YOUR TALENTS TO THE LOS ALAMITOS COUNCIL OF PTA'S BOARD!

Los Alamitos PTA Council is looking for involved parents who are committed to:
"supporting our school's vision of providing an innovative education for our children and advocating for our students as they strive for excellence."

We are currently looking for PTA Council Officer positions for the 2016-2017 school year. The responsibilities of the officers are summarized on the following page. Please feel free to nominate yourself or someone you believe is interested. All nominations will be considered. The election of officers will take place at the March Council meeting.

Please complete the nomination form below, and return it to Barb Ringhofer, by NOON February 17, 2016. Email nominations to: barb_ringhofer@yahoo.com and be sure list "PTA Nomination" in the subject line.

Please include only one person per nomination form. If you feel you would be good for more than one position, please number selections by order of preference. All nominees must be current PTA members in good standing.

Please circle the position you are interested in:

- President, Executive Vice President, Vice President of Legislation, Vice President of Membership, Auditor, Historian, Recording Secretary, Treasurer, Corresponding Secretary, Parliamentarian

Your Name: _____

Contact #: _____ Email #: _____

Why would you be a good candidate for this PTA Council Executive Board position?

Five horizontal lines for writing a response.

Contact Barb Ringhofer at: barb_ringhofer@yahoo.com with any questions.

Los Alamitos Council



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JOB DESCRIPTIONS

President

Coordinate work of officers and committees, approve all out-going letters/memos, works with Treasurer to prepare annual budget, signs checks and contracts, prepares agenda and preside at all PTA meetings. Council President represents Council at all Fourth District PTA meetings and coordinate all PTA activities with school District.

Executive Vice President

Support President as sounding board and right arm, preside over meetings in President's absence, help create and oversee special projects and committees.

Vice President of Legislation

Responsible for demonstrating leadership on children's issues at the local level by educating PTA members, community members and elected officials about PTA issues of concern and legislative priorities and goals. Provides PTA members with information about PTA positions on current legislation and issues.

Vice President of Membership

Provide guidance to local units for Membership campaigns. Distribute information and membership cards to units. Reports unit successes and updates at Council Executive Board meetings. Relay Council and Fourth District due dates to local units.

Auditor

Audit books and records of the unit semi-annually and makes needed recommendations or corrections. Present audit report at PTA Meetings in October and February and ensures the membership that the association's resources and funds are being managed in a businesslike manner within the regulations established for their use.

Historian

Preserves the record of activities and achievements of the PTA and assists the President in preparing the Annual Report, collects units volunteer hours and report volunteer hours to Fourth District.

Recording Secretary

Prepare, post and record minutes for Executive Board and general meetings. Notify board members of any meeting changes or interim meetings scheduled by the President. Make meeting date changes available to the public per Bylaws timeline. Maintain files of official documents including the Bylaws and annual records.

Treasurer

Keep permanent records of all financial transactions and manage PTA funds. Prepare monthly financial report and present at all PTA Council Meetings. Prepare annual PTA budget, reconcile bank statements, prepare and file annual IRA tax return (using an outside agent), remit payment for dues, bills and reimbursements, prepare annual financial report. Coordinate and advise units on reports and tax filings. Collects unit membership remittances and sends dues up to Fourth District. General accounting knowledge is helpful.

Corresponding Secretary

Conduct all necessary correspondence of the association upon authorization of the President, Executive Board or Association. Notify officers of their election and chairmen of their appointments. Send out notices of Executive Board meetings. *This position is appointed, not elected.*

Parliamentarian

Attend all meetings and give advice on parliamentary procedures as needed according to Robert's Rules and the Bylaws of Los Alamitos Council PTA. Keep all meetings moving in a smooth and timely matter, call meeting of the Nominating Committee, review the bylaws annually with units, chair the Bylaws Review Committee and formally review the Council Bylaws every two – three years. *This position is appointed, not elected.*