

Merchantville PTA Officers Nomination Form

The PTA Nominating Committee is seeking nominations for nine (9) PTA Officer Positions for the 2018-2019 and 2019-2020 school years. PTA members interested in serving on the board should be committed to and passionate about the PTA. The responsibilities of the Officers are summarized on the next page of this form. If you have the time and interest to serve as an Officer, or know someone who does, please complete the form below and email it to Felicia Dunsmuir at feliciadunsmuir@gmail.com or place it in a sealed envelope marked "Merchantville PTA Nominating Committee" and return to the main office at school.

Please mark the position for which you or the person you are nominating is interested. If you are interested in more than one position, please rank in your order of preference with 1 being highest level of interest. You will be contacted before being nominated to confirm your intentions. A nominating committee will slate the board as a whole for vote at the May 16th PTA meeting. **NOMINATION FORMS ARE DUE BY MONDAY, APRIL 16TH.** If you do not send in a nomination form by April 16th, you may still run from the floor at the general PTA meeting on May 16th, however you must notify the nominating committee in writing by May 2nd if you are interested in running from the floor.

_____ President	_____ VP - Ongoing Programs
_____ VP - Programs	_____ VP - Public Relations
_____ VP - Ways & Means	_____ Secretary
_____ VP - Enrichment	_____ Treasurer
_____ VP - Membership	

Nominee's Name:

_____ Nominee's
 Phone: _____ Nominee's Email: _____

_____ Your name and contact information, if you are nominating someone other than yourself: _____

*****ALL SUBMISSIONS ARE CONFIDENTIAL*****

All Merchantville PTA Officers are members of the Executive Board and will attend all meetings of the Executive Board and the General PTA Membership (11 membership and 5 Board meetings). President The President leads, communicates and sets the tone of the Merchantville PTA. S/he sets meeting agendas and presides at all meetings of the PTA and Executive Board; approves and signs all contracts and oversees the general budget. The President partners with the other PTA Officers to ensure the mission of the PTA is constantly upheld and works with them to make sure programs have the support they need. S/he attends County PTA meetings and is the liaison with the Chief School Administrator and School Administration. S/he is also the liaison/contact between the PTA and the 8th grade graduation committee. Vice President Positions: A summary list of the programs that each Vice President is responsible for is listed below. All Vice Presidents act in the capacity of an aide to the president. They oversee the programs under their responsibility and check in regularly with Chairpersons of these programs. *They are not responsible for running these programs but work with the Executive Board to find Chairpersons as needed.* They ensure that the Chairperson is communicating with committee members and ensure flyers/notices are completed according to schedule. Vice Presidents communicate budgeted amount to program's chairperson and prepare/deliver reports for committees at meetings and as needed.

- VP - Programs PTA Intramural Basketball, Field Day, Spirit After Dark, Teacher Appreciation, Holiday Parade, LEGO Club, Talent Show, Skating Party
- VP - Ways and Means Tea Party/Spring Event, Gift Wrap, Book Fairs, Talent Show, Holiday Secret Shop, Election Day Bake Sale (Presidential elections only)
- VP - Enrichment Author/Illustrator Day, Science Expo, Book Club, High School Scholarship, 8th Grade Awards
- VP - Ongoing Programs Art-A-Facts, Garden Club/Beautification, Room Parents, Box Tops, Junior High Dances, Student Ambassadors
- VP - Public Relations Newsletter with President, Web Site, Facebook, Back to School Breakfast for Teachers, Take Your Family to School Week
- VP - Membership
Coordinates yearly membership drive, registration, and dues for teachers, parents, and families

Secretary The Secretary records minutes of each meeting and assists in preparation of meeting agendas. S/he maintains a permanent file of minutes, committee reports, membership lists and other records of the PTA. The Secretary reads the correspondence received, sends notices to members of executive committee or executive board meetings, prepares all notices of general meetings for distribution to the membership, and maintains an up-to-date file of all correspondence. Treasurer The Treasurer is in charge of all PTA funds, keeps an accurate account of all receipts and expenditures and reports at PTA meetings. S/he expends money in accordance with the budget, issues checks and petty cash, and files all required financial reports and tax forms. The Treasurer chairs the budget committee.