

# Einstein Middle School PTSA Executive Committee Nomination Form

At the April 13, 2022 membership meeting, Einstein Middle School PTSA will be electing officers for the 2022-2023 PTA Year. Nominees are being sought for the following positions: President, Vice-President, Secretary, and Treasurer

To be eligible for election to any of the above positions, candidates must have been a member of any PTA in the State of Washington for at least 15 days prior to being elected.

**Recommendation for the office of :**

**Name:**

**Phone:**

**Email:**

**Qualifications for this Office:**

**PTA Service and Experience:**

**Other Community Activities and/or Service:**

**Submitted by (name and phone number):**

Individuals are welcome to recommend themselves. You can find descriptions each of the positions on the following page. Please contact the nominating committee at [einsteinvolunteers@gmail.com](mailto:einsteinvolunteers@gmail.com) if you have further questions.

**Submission Deadline: Thursday, March 17, 2022.** Electronic forms should be emailed to [einsteinvolunteers@gmail.com](mailto:einsteinvolunteers@gmail.com). Please place printed forms in a sealed envelope directed to the attention of the Einstein PTSA Nominating Committee and drop them off with the Einstein Middle School Main Office.

## Description of Einstein PTSA Executive Committee Positions

### **President:**

A one- to two-year commitment dedicated to building a strong PTSA. Experience with PTSA goals, organization and procedure is an advantage. They are active, supportive leaders who preside at all Executive Committee and membership meetings, keep the membership well informed and focused on the PTSA mission. They keep in close contact with school administration to ensure that the PTSA/s and school's goals correspond. And head up the board committees for Golden Acorn, Outstanding Educator, E-Newsletter, website and Volunteer Coordinator. This position can also be shared between two co-presidents.

### **Vice-President:**

A one- to two-year commitment dedicated to supporting the president(s) in their efforts toward building a strong PTSA. Presides at Executive Committee and membership meetings in the event of the president's absence. Heads up the Nominating Committee to recruit new executive board members as well as volunteers for other committee head positions. Serves on the budget committee and participates in the financial audit process. Serves as "cheerleader" for the PTSA, encouraging larger community participation, including organizing Goodwill Fill the Truck events and finding volunteers to organize fundraising efforts. This position can also be shared between two co-VPs.

### **Secretary:**

A one- or two-year position. Takes minutes at all PTSA meetings. Maintains legal documents for organization. Files and keeps copies of all minutes, correspondence, committee reports, newsletters, meeting notices, etc.

### **Treasurer:**

A one- to two-year commitment dedicated to building a strong PTSA. Keeps accurate financial records of all funds received and disbursed. Submits a written monthly report at each PTSA meeting. Deposits funds received into the PTSA bank account, writes checks, as authorized by the Board. Preserves and maintains all vouchers, receipts, bank statements, canceled checks. Plays a major role in planning future budgets and monitors use of current budget funds.