



TO: LPMS PTSA Members

From: Tobi Athanas & Janet Swisher, PTSA Co-Presidents

RE: **2018-2019 Call for Nominations**

On an annual basis the LPMS PTSA shall elect PTSA officers. The officers shall be a President, 2 Vice Presidents, 1 Secretary and 1 Treasurer. **Officers are elected at the general membership meeting May 17th, 2018 at 6pm in the Media Center.** Officers shall be elected by ballot; however, if there is but one nominee for any office, election for that office may be voice vote. A majority vote shall be required for election. Officers shall assume their official duties the first day of the fiscal year and shall serve 1 year or until their successors assume their official duties. An officer shall not be eligible to serve more than 2 consecutive terms in the same office. An officer who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office. Self-nominations are welcome, as are nominations of PTSA members you would like to see fill these positions.

With this mailing, the PTSA is soliciting nominations for the positions of PTSA President, Vice Presidents, Secretary and Treasurer. The duties of the officers include:

Secretary

Record the minutes of all meetings of the PTSA

- ✓ Be prepared to read the minutes of the previous meeting
- ✓ File all records
- ✓ Have a current copy of the bylaws
- ✓ Maintain a current membership list
- ✓ Perform such other duties as may be prescribed

Treasurer

Have custody of all funds for the PTSA

- ✓ Keep a full and accurate account of receipts and expenditures including reconciliation of the monthly bank statement
- ✓ Make disbursements as authorized by the president
- ✓ Present written financial statements at every PTSA meeting
- ✓ Make a final report before the newly elected officers
- ✓ Be responsible for the preparing and filing all necessary tax forms
- ✓ Have the accounts examined at the close of the fiscal year and upon change of treasurer

President/Vice-President

- ✓ Preside all meetings of the PTSA
- ✓ Coordinate the work of the officers and committees
- ✓ Be a member of all committees
- ✓ Review bank statements
- ✓ Represent this PTSA at all council meetings and/or send alternate

In order to complete the election process in a timely fashion, we ask that you submit nominations no later than April 28, 2018.

PTSA Officers Nomination

Nominee for Secretary

Name: _____

Address: _____

Phone: _____

Email: _____

I have confirmed that this person is willing to run: ___ yes ___ no

Nominee for Treasurer

Name: _____

Address: _____

Phone: _____

Email: _____

I have confirmed that this person is willing to run: ___ yes ___ no

Nominee for President

Name: _____

Address: _____

Phone: _____

Email: _____

I have confirmed that this person is willing to run: ___ yes ___ no

Nominee for Social or Fundraising Vice-President

Name: _____

Address: _____

Phone: _____

Email: _____

I have confirmed that this person is willing to run: ___ yes ___ no

You may nominate additional people on the back of this form or by attaching an additional page.

Your Name (*please print*): _____

Your Signature _____

Your Daytime Phone _____

Your Email _____

Please return this form to volunteer@lakelandsparkpta.org