



TO: LPMS PTSA

From: Rachael Potts, PTSA Secretary

RE: **2017-2018 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 in the month of May. 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, 2017.

## 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 [raejpotts@gmail.com](mailto:raejpotts@gmail.com), PTSA Secretary