

CALLING ALL PARENTS

NOW IS YOUR CHANCE TO BE ELECTED TO THE PTA EXECUTIVE BOARD!

WHEN YOU SERVE ON THE PTA EXECUTIVE BOARD, you contribute your invaluable experience to the Harding Community and show your commitment to keeping our wonderful Harding School programs alive: Art, Music, Gardening, Field Trips, Assemblies, and Library to name just a few. These programs cost a lot of money and are made possible by the PTA. To ensure that our children do not lose these important programs, the PTA Board works tirelessly to support them.

HARDING SCHOOL needs YOU!

DEADLINE FOR NOMINATIONS: March 13, 2018

Elections will be held at the April 10 PTA meeting.

The PTA Executive Board positions are:

President: Coordinates the work of officers and committees. Prepares the association annual report and signs all authorizations for payment. Coordinates the PTA calendar with the school calendar and meets with the Principal to finalize events and programs offered. Prepares facility use permits to reserve school site space for PTA events. Conducts monthly PTA meetings.

Executive Vice President: Primary aide to the President; sits in for president in meetings/events; compiles, writes, and uploads agenda items to PTA bulletin board for PTA meetings. Third signer for PTA checks.

Treasurer: Responsible for writing all PTA checks. Inputs all checks and deposits into the PTA financial software and reconciles the bank statements on a monthly basis. Presents the monthly financial report to the PTA at each meeting. Prepares the Proposed Budget prior to the beginning of each school year for approval at the first PTA meeting of the year.

Vice President of Hospitality: Coordinates community events; plans and schedules in school Assemblies and School Supplies Fair.

Vice President of Fundraising: Organizes, coordinates, and collects money from fundraising events.

Auditor: Audits the books and financial records of the association. Prepares a mid year audit and presents a written report to the board at the February meeting.

Financial Secretary: Gives a receipt for all monies received for the association and deposits funds into the PTA bank. Keeps an accurate record of all receipts and files with the Treasurer's financial records.

Recording Secretary: Takes meeting notes at every PTA meeting and takes attendance of meeting participants; distributes notes at the following PTA meeting; posts meeting notes on bulletin board and summarizes notes for website; writes giving campaign thank you letters and delivers or mails them.

PTA Board meetings are generally held every other month at 7:00 p.m. and the PTA Association meetings are held every other first Tuesday at 7:00 pm. All Executive Board members should be present at every meeting.

Self nominations are welcome! If you are nominating someone else, please be sure they have agreed. Please provide nomination details on the form below and return it to your child's teacher TODAY, or email them to the Ted Lam, chair of the Nominating Committee at:

hardingptaparliamentarian@gmail.com

My name is _____

My phone number is _____

My email is _____

I am interested in nominating myself and/or nominating someone else for the following position/s
(please write the name of the person you are nominating next to the proposed position):

_____ President	_____ Treasurer
_____ Executive Vice President	_____ Auditor
_____ Vice President of Hospitality	_____ Financial Secretary
_____ Vice President of Fundraising	_____ Recording Secretary