

MAKE A DIFFERENCE IN YOUR COMMUNITY:

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

When you serve on the PTA Executive Board, you contribute your valuable time to the Harding community and show your commitment to keeping our wonderful Harding School programs alive, including Art, Music, Gardening, Field Trips, Assemblies, and Library. These programs are made possible by the PTA.

DEADLINE FOR NOMINATIONS: March 5, 2019

Elections will be held at the April 2 PTA meeting

Open PTA Executive Board Positions

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 bi-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.

Hospitality Vice President: Coordinates community events; plans and schedules in school Assemblies.

Fundraising Vice President: Coordinates fundraising activities; ensures all fundraisers have a lead organizer or takes on lead role when required.

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. Existing Treasurer may train Financial Secretary to take on Treasurer position the following year, attention to detail a must and interest in learning basic accounting skills.

**All PTA Executive Board positions are open for election every year. This list is for positions where there has been no self nomination or returning board member. If you would like to run for a position not listed above, please contact the nominating committee.*

The PTA Association meetings are held 6 times per year the first Tuesday of the month at 7:00 pm. PTA Executive Board meetings take place 2-3 weeks prior to the PTA Association meeting, and once during the late summer. All Executive Board members should be present at every meeting.

Please provide nomination details on the form below and return it to your child's teacher by March 5!
Self nominations are welcome! If you are nominating someone else, please be sure they have agreed.

Questions? Email the Nominating Committee at hardingptaparliamentarian@gmail.com

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My name is _____

My phone number is _____ My email is _____

President: _____ **Executive Vice President:** _____

Hospitality VP _____ **Financial Secretary** _____

Fundraising VP _____ **Auditor** _____