

# SOUTH BAY PTA

## BOARD OF DIRECTORS NOMINATIONS

For over 74 years the **South Bay Elementary Parent Teacher Association (PTA)** has been providing service and educational support to the students at South Bay Elementary. The PTA is run by a group of parent volunteers who make up the **Board of Directors** which oversees the business of the association and coordinates fundraising efforts, service projects, and other special programs that benefit all of the students at South Bay Elementary.

Each spring elections are held to select new representatives to serve on the South Bay PTA Board for the next school year. The following positions outlined below are the **elected** positions on the Board of Directors:

|                                      |  |
|--------------------------------------|--|
| <b>President</b>                     | Directs the affairs of the PTA in cooperation with the board of directors. (1 year term).  |
| <b>President-Elect</b>               | Work closely with the President and other board members in conducting the business of the PTA; Assumes the role of president after one year as President-Elect. (1 year term)  |
| <b>1<sup>st</sup> Vice President</b> | Work with the president and other board members in conducting the business of the PTA; serves as Program Committee Chair; represents the President on request. (2 year term)   |
| <b>Secretary</b>                     | Responsible for keeping accurate minutes of all association proceedings; maintains association records. (1 year term)  |
| <b>Secretary-Elect</b>               | Work closely with the secretary, president and other board members in conducting the business of the PTA; represents Secretary on request; assumes the role of Secretary after one year as Secretary-Elect. (1 year term)  |
| <b>Treasurer</b>                     | Authorized custodian of the funds of the South Bay PTA. Administers funds and maintains all financial records. Experience with Quick Books a plus! (1 year term)   |
| <b>Treasurer-Elect</b>               | Work closely with the treasurer, president, and other board members in conducting the business of the PTA; represents Treasurer on request; assumes the role of Treasurer after one year as Treasurer-Elect. (1 year term) |

The **Board of Directors** also includes the school's **Principal**, and the appointed positions of **2<sup>nd</sup> Vice President** (teacher representative), **Volunteer Coordinator(s)**, and the **PTA Membership Committee Chairperson**.

Nominations are now being accepted for the positions of **PRESIDENT-ELECT, 1<sup>st</sup> VICE PRESIDENT, SECRETARY-ELECT, 2<sup>nd</sup> VOLUNTEER COORDINATOR, MEMBERSHIP CO-CHAIR** for the 2018-2019 school year. If you would be interested in becoming a member of the South Bay PTA Board, please complete the form below and return it to South Bay Elementary no later than **June 3, 2019**.

### SOUTH BAY PTA NOMINATION FORM

FOR OFFICE OF: \_\_\_\_\_  
(President-Elect, 1<sup>st</sup> Vice President, or Secretary-Elect, 2<sup>nd</sup> Volunteer Coordinator, Membership co-chair)

Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

If you have any questions or would like to request a more detailed description for a Board position outlined above, please contact Amber De Villers sbptapresident@gmail.com 360.489.4893