**PTA BOARD OF DIRECTORS NOMINATION FORM**

The Rockwell PTA Nominating Committee is now accepting nominations for the 2019-2020 Board of Directors.

We welcome all nominations and strive to create a diverse and balanced roster of applicants that accurately represents our school’s community. Our goal is to ensure every parent has a voice on our PTA and is given the chance to be actively involved in enriching the educational opportunities at our school.

You may nominate as many candidates as you choose, including a self nomination.

\*Board positions may be shared with another individual in a co-/shared capacity.

Please use a separate form for each candidate recommendation.

Article 5, Section 6 of the WSPTA Uniform Bylaws outlines eligibility requirements for a nominee. The potential nominee:

* Must be a PTA member (though not necessarily a member of the pertinent PTA) **15 days** preceding the election.
* Must be willing to attend required PTA training for the position to which he or she will be elected.
* Must be enthusiastic and supportive of the local PTA and give a satisfactory level of priority and commitment.
* Must be at least 18 years old to be elected as a PTA officer.

Thank you for being a part of our PTA!

The Rockwell PTA members currently serving on our Nominating Committee (nominations@normanrockwellpta.org) are:

Belinda Zeitouni

JuJu Ratanprateepporn

Ned Kandzor



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 **I wish to have the PTA Nominating Committee consider the following person:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (Click or tap here to enter text.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Circle or check the Board position(s)\* of your nomination:**

1. [ ] President
2. [ ] President- Elect
3. [ ] Secretary
4. [ ] Treasurer
5. [ ] VP Academic Enrichment
6. [ ] VP Communications
7. [ ] VP Events
8. [ ] VP Fundraising
9. [ ] VP School Services
10. [ ] VP Volunteer Services
11. [ ] Disability Awareness Chair
12. [ ] Funds Allocation Chair
13. [ ] Legislative Advocacy Chair
14. [ ] Membership Chair

\*Board positions may be shared with another individual in a co-/shared capacity. No more than two people may share a role.

**2. Describe this person’s qualifications for office.**

If submitting a hard copy, please attach any other information about this candidate (limit to one page) that may be helpful in assisting the Nominating Committee. Previous volunteer experience is helpful but not a prerequisite.

Click or tap here to enter text.

Submitted by: Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:Click or tap to enter a date.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return form to school office in a sealed envelope marked “PTA Board Nominating Committee”

OR Email this form to the Nominations Committee at Nominations@NormanRockwellPTA.org

**DEADLINE for submitting this form: Wednesday, March 20th**

**PTA Board of Directors Job Descriptions**

**President**

* Preside at board and general membership meetings; Ensure local unit representation at council meetings
* Serve as spokesperson for the PTA; Make sure new officer information is entered
* Make appointments to Nomination, Financial Review and Dog Day committees
* Communicate, delegate and follow up on committee/Board information
* Perform duties listed in WSPTA Uniform Bylaws and the standing rules
* Participate in election of the region director
* Appoint Awards Committee
* 10-25 hours per month (School year)

**President Elect**

* Fill role of President in the absence of the President
* Develop leadership and partner with President in communications to Board
* 2-4 hours per month (School year)

**Secretary**

* Plans meeting agendas with President; Keeps the minutes of board and general meetings.
* Implement banking changes upon new term for Treasurer & President
* Track Board training; Record Standards of Affiliation
* 2-4 hours per month (School year)

**Treasurer**

* Chair the budget committee- prepare for mid-year and year end financial review.
* Present budget report at monthly Board meetings and Quarterly General Membership meetings
* Maintain accurate records; issue receipts, make deposits promptly in an authorized account; disburse according to the approved yearly budget; close the books on June 30th
* Provide all financial records if requested by the president or board of directors/members;
* Perform such other duties as may be provided for in the standing rules
* Keep a record of membership, donations and transactions
* Process payments for After School Enrichment
* 10-25 hours per month (School year)

**Vice President Academic Enrichment**

* Oversees policies and communicates with chairs of after-school and enrichment programs
* Works in partnership with school office to determine available class space; submit building use permits
* Art (Docent, Reflections & Smart with Art), Aspiring Authors, Chess, Coding, Math, Lego’s, Salmon & Spelling Bee
* 5-10 hours per month in August/September and December/January; 2 hours per month otherwise

**Vice President Communications**

* Oversees communication to/from matters at Rockwell via Bugle newsletter, Website, Facebook & Reader board
* In absence of President-Elect position, fills role of President in President’s absence
* 4-6 hours per month (School year)

**Vice President Events**

* Execute PTA events, oversee and provide assistance to event chairs; ensure events align with budget
* Identify and recruit chairpersons for each event
* Serve as an active participant on the PTA Board, and attend PTA board meetings with voice and vote
* Work with committee chairs to ensure accurate/detailed notes, instructions, and financial records are kept
* Ensure that each committee submits a committee plan of action report for their event.

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* Ensure all committee chairs collect and submit funds and expenses to the treasurer promptly.
* Ensure all committee chairs submit articles to the Communications VP for appropriate publication:  Welcome Back Coffee, Back to School BBQ,  Heritage Night, Spring Dance, Spring Musical, STEM Night, 5th Grade Promotion, Ice Cream Social, Field Day
* 8-10 hours per month (School year)

**Vice President Fundraising**

* Oversees and actively promotes the Annual Beagle Contribution Fundraiser during the Fall and throughout the year in addition to Dine outs; bi-annual Box Tops and Spirit Wear orders plus additional Fundraising opportunities such as the City of Redmond sponsored School Pool.  As needed, oversees an annual READ-A-THON, Grant proposal requests and other passive income opportunities
* Promotes and presents Annual Beagle Contribution fundraiser at Dog Days PTA table and Curriculum Night events as well as the Welcome Back coffee
* 5-10 hours August; 2-5 hours September; 1-4 hours per month (rest of School year)

**Vice President School Services**

* Oversees the following services that we provide for students: Emergency Prep, Vision/Hearing, and Picture Day
* Communicate with the chairs of services- normally an email once a month, ensure budgets are aligned
* Help recruit volunteers and/or volunteer for the events
* Hours per service: Emergency Prep 5 hours total; Vision/Hearing 2 hours total; Picture Days 10-15 hours total

**Vice President Volunteer Services**

* Plans, organizes, recruits volunteers and sets up lunches for teacher bday lunch and other lunches
* Collects nomination forms, determines winners of awards, works with staff for Volunteer Appreciation Tea
* Communicates with room parents, provides a Fall training for Room Parents
* Coordinates Teacher Appreciation week in May
* August/September 4-6 hours; 6-8 hours May/June

**Disability Awareness Chair**

* Informs school community of special needs resources, arranges a family meet and greet, organizes Disability awareness event and publishes bi-monthly newsletter via the Bugle
* 1-3 hours per month (School year)

**Funds Allocation Chair**

* Collects and presents grant requests from teachers/staff for consideration at Board and Membership meetings
* Works in tandem with Treasurer to track approved grants and align budget requirements
* 1-3 hours per month (School year)

**Legislative Advocacy Chair**

* Keeps our school informed on matters affecting education on the local and state level via occasional Bugle articles, updates at meetings.
* Attend Legislative Assembly in October; Voting delegate
* 1-3 hours per month (School year)

**Membership Chair**

* Coordinates PTA memberships throughout the year; Communicates member benefits etc.
* Recruits, trains and supports FACE committee; Welcoming new families to Rockwell
* Year-round coordination of yearbook; recruit/train volunteers to take/upload/arrange photos, communication with vendor and school community regarding sales of yearbooks.
* Coordinates the student directory and Parent Permission/Opt In privacy release form
* 1-3 hours per month (School year)