

**IT'S TIME TO NOMINATE NEW PTSA BOARD MEMBERS FOR THE 2010-2011
SCHOOL YEAR!**

The time has come to submit your nominations for positions on the PTSA board. If you are interested please send an e-mail to MaryAnn Spadoni, current PTSA president at mSPA83@aol.com

You may submit your own name or the name of someone that agrees to the nomination.

The positions are as follows:

President
Recording Secretary
Treasurer
Historian
Parliamentarian

JOB DESCRIPTIONS AND EXPECTATIONS:

PRESIDENT: The President is an Executive Board Member. The president must attend a PTA workshop or training. Serving as president of a PTA includes the responsibility to lead the PTA toward specific goals chosen by its members. The president is the presiding officer and the official representative of the Association. The president will work with committees in charge of activities, confer with officers and chairmen regarding plans for the year and progress toward set goals. Prepare a master calendar that includes executive board meetings, PTSA special events and president/principal meetings.

SECRETARY: The recording secretary is elected and is one of the officers required for a PTSA. The recording secretary must attend a PTA sponsored workshop or training. The secretarial responsibilities include obtaining a secretary's minute book with minutes of previous meetings and other materials from predecessor, including master cop of bylaws, list of members,, and official documents of the PTA. The secretary records the minutes of each Board meeting in the minute book, prepares a list of unfinished business items for the president and assist with preparation of the agenda. Reads the minutes of any previous meeting when called upon to do so. Prepares the minutes and give a copy to the president soon after each meeting. This position requires attending a PTA workshop or training.

TREASURER: The treasurer is elected and is one of the officers required for a PTSA. Duties are to keep permanent records that track gross income, receipts and disbursements of the association, including the number of members, dues collected and the total per capital dues remitted through channels to the California State PTA. These records should always be available for inspection by an authorized representative of either the California State PTA or National PTA. Chair the Budget committee and prepare the budget for adoption by the association. Prepare a monthly report of all financial activity. This position requires attending a PTA workshop or training.

HISTORIAN:The historian assembles and preserves the record of activities and achievements of the PTSA and assists the president in preparing the annual report. The historian must attend a district PTA workshop for historians.

PARLIAMENTARIAN:Reviews and studies the by-laws and standing rules annually. Verify that the PTA Council has a current copy of the by-laws. Attends meetings and advise presiding officer of parliamentary procedure. Keeps track of the order of those wishing to speak, motions, amendments, voting, etc. during meetings. Must attend training or workshop.