

## **Call for Nominations – 2010-2011 Gwinnett Area 3 Council PTA Officer Elections**

Gwinnett Area 3 Council PTA officer elections will be held at the Gwinnett Area 3 PTA meeting on May 6<sup>th</sup> 2010. The following officers will be elected:

### **President/Co-President(s)**

Directs the affairs of the association in cooperation with the Executive Committee and represents Gwinnett Area 3 members. Develops a year-long plan of action; oversees and interacts with all PTA/PTSA officers and activities; interacts with school administration; Develops and updates a procedure book; Presides at all meetings of the general membership, Board of Directors, and Executive Committee; Knows and follows the bylaws of the association; Appoints chairpersons of standing committees according to bylaws.

### **Vice President (minimum 2 positions)**

Acts as an aide and support to the president. Fills president's duties in his/her absence.

### **Secretary**

Keeps accurate record of the proceedings of the association, Board of Directors and Executive Committee meetings. These records will be the history of the PTA/PTSA. Is prompt, accurate and knowledgeable of PTA Purposes and Policies .

### **Treasurer**

Is the legally responsible, authorized custodian of PTA/PTSA funds. Responsible for the financial management of the PTA/PTSA. Receives and disburses all monies in accordance with the bylaws and the approved budget; responsible for the bank account and all transactions; prepares monthly reports and presents reports at PTA/PTSA meetings; prepares reports for and files annual tax return.

### **Suggested Qualifications for all officers:**

Knowledgeable about and adheres to the Purposes and basic policies of PTA. Experienced in PTA or other organizational work. Has a sense of justice and fairness. Exhibits enthusiasm for PTA.

***Willingness to make PTA a high priority for his/her schedule relative to the responsibilities and duties of the position.***

If you are interested in being nominated for an officer position, please fill in the nomination form and return to the Nominating Committee Chairperson, Rebecca Branstetter, **by February 26<sup>th</sup>, 2010.**