



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 6th 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 26th, 2010.**