

PTA Board Nominations for 2010-2011

The Nominating Committee that slates the officers for the Fairview PTA 2010-2011 Board will be meeting in February. Please help us by indicating your willingness to serve on the Board or suggest names of those PTA members who you feel would be effective in the following positions:

- ~ President ~1st Vice President ~2nd Vice President
~Treasurer ~Corresponding Secretary ~Recording Secretary
The duties for each position are listed on next page.

Your current Fairview PTA Officers are:

- President- RoseAnne Caboor*
- 1st Vice President- Janet Goding*
- 2nd Vice President- Laurie Zadwadzki*
- Treasurer-Shelly Cohen*
- Corresponding Secretary- Kelly Pariso
- Recording Secretary- Kelly Day*

The officers who names are followed by an asterisk have served for two years in that office, and therefore are not eligible to be elected to that office for the next year. The person(s) may, however, be elected to another office. Current officers may decline to be nominated for their office or choose to be nominated for a different office.

'10-'11 Nominating Committee:

Judy Basich, Ruth French (alternate), Katy Garcia, Janet Goding,
Lisa James, Becky Rodriguez, Laurie Zadwadzki (alternate)

Nominations for 2010/2011 PTA Officers

Please complete this form and return it to Fairview School before February 15th 2010, in a sealed envelope addressed to the Nominating Committee. Be assured that your suggestions and comments will remain in the confidence of the Nominating Committee.

Name: _____ Phone: _____

___ I would like to be considered for the position of _____.

___ I nominate _____ for the position of _____.

Comments: _____

PRESIDENT- OUR BYLAWS ALLOW FOR CO-PRESIDENTS****

- Preside at all meetings of this organization, the executive board, and the executive committee; be a member of ex-officio of all the committees except the nominating committee and, if authorized to sign checks, the audit committee;
- Sign all legal documents, including contracts; appoint members to special committees;
- Be responsible for other duties as may be assigned by him/her by the organization, the executive board, or the executive committee; delegate work of the organization to the officers or chairmen as appropriate; coordinate the work of the officers and committees so that Objects may be promoted;
- Complete Illinois PTA President's Course before election or within six months of election.

1st VICE PRESIDENT

- Serve as assistant to the president; perform the duties of president in the absence or inability of that officer to serve; serve as an advisor to program committee chairs; perform such duties as may be delegated by the president;
- Collect and submit to District all committee End of Year and Plan of Work Reports

2nd VICE PRESIDENT

- Serve as assistant to the first vice president; perform the duties of the president in the absence or inability of that officer and the first vice president to serve; perform such duties as may be delegated by the president;
- To serve as the legislative chairperson; review Bylaws and Standing Rules at least every two years.

TREASURER

- Receive all monies of this organization and keep an accurate record of receipts and expenditures; place all monies in a depository approved by the executive board.
- Pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers or receipts; checks shall be signed by the treasurer and one other duly elected and authorized officer.
- Present a written financial statement at every meeting of the organization and at other times as requested by the executive board, making a full report at the annual meeting in April;
- Be responsible for the remittance of the state and national portion of the dues paid by each member as directed in ARTICLE V of the bylaws; provide the checkbook, all bank statements, canceled and voided checks and deposit slips, treasurer's record book and receipt book, vouchers and invoices for all disbursements to the audit committee;
- Be responsible for the completion and filing of appropriate forms as they may be required by Internal Revenue Service Regulations no later than the date established by the regulations; not be a member of the audit committee; complete the Illinois PTA ABCs of PTA Finance; prepare and present budget to general membership for adoption each year.

RECORDING SECRETARY

- Record the minutes of all meetings of this organization, the executive board, and the executive committee; have a current copy of the bylaws; have a current membership list;
- Perform such other duties that may be delegated.

CORRESPONDING SECRETARY

- Conduct the correspondence of the Fairview PTA keeping one copy in the permanent file; be responsible to follow the memorial guidelines and gifts of appreciation as stated in the Fairview Standing Rules;
- Perform such other duties as may be delegated.