



PTA BOARD NOMINATION

School Year _____ / _____

Would you like to nominate yourself or a friend for a position on the Mountain Road PTA board?

Now is the time to do it! This is an excellent opportunity to get involved and ensure that our students, faculty and staff have support & fun activities throughout the year! Anyone, from any grade, can be nominated. It is a year-long commitment that will provide numerous opportunities to share your passion and your talents with our *Cougar* community!

I wish to have the Nominating Committee consider the following person for the office of:

- President
- Co-President - Membership & Fund Raising
- Vice-President - Communications
- Co-Vice-President - Parental Involvement
- Parliamentarian - Support
- Secretary
- Treasurer
- Any of the above Executive Committee Positions

Nominee: _____

Telephone: _____ Email: _____

Describe this person's qualifications for office and fitness to serve. Please attach any other information about this candidate that may be helpful in assisting the Nominating Committee.

I have spoken with the person I am nominating and they are aware I am nominating them for the MRE PTA Board.

Submitted by: _____

Mail or Return to Mountain Road ES:
PTA Nominating Committee Chair
615 Mountain Road * Woodstock, GA 30188
mountainroadpta@gmail.com

***ALL NOMINATIONS MUST BE RECEIVED BY MARCH 18th.
ANY NOMINATION RECEIVED AFTER MARCH 18th WILL NOT
BE CONSIDERED FOR THE UPCOMING ELECTIONS.***

Call for Nominations – PTA Executive Board Elections

Mountain Road Elementary School PTA executive board elections will be held at the last PTA meeting in the month of April. The following officers will be elected:

President

(Annual Calendar, Environmental/Recycling, PTA Meetings, Executive Board Meetings, County Meetings, Family Nights)

Direct the affairs of the association in cooperation with the Executive Committee and represent PTA members. Develop a year-long plan of action; oversee and interact with all PTA officers and activities; interact 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 on standing committees according to bylaws.

Co-President Membership & Fund Raising

(Membership, Spirit Nights, Fund Raising, Business Partners, Sponsorships, Grants, Box Tops, Grocery/Restaurant Partners, Cultural Arts Day)

Initiate and coordinate fundraising efforts; Oversee and interact with committee chairs for this area; Make reports at meetings if requested.

VP - Communications

(PTA Website, MRE Website Banners, Social Media, Design/Layout Fliers)

Oversee and maintain all forms of PTA communication, interact with committee chairs for this area; Make reports at meetings if requested.

VP - Parental Involvement

(Parent Volunteer Recruitment, Coffee w/Principal, Community Breakfasts/Lunches, Field Day, Talent Show, Honoring Our Heroes, Parent's Night Out)

Initiate special activities; oversee and interact with committee chairs for this area; Make reports at general meetings if requested.

Secretary

(Legislative, Cougar Courier Newsletter, Email Blasts, Snail Mail, Flier Preparation)

The Secretary is responsible for keeping accurate record of the proceedings of the association, Board of Directors and Executive Committee meetings. These records will be the history of the PTA. Promptness, accuracy and knowledge of PTA Purposes and Policies are very important to the job.

Treasurer

(Finance, Spirit-Wear Shop, Candy Grams, Book Fair, Holiday Shoppe)

The Treasurer is the legally responsible, authorized custodian of PTA funds. The Treasurer is responsible for the financial management of the PTA. The Treasurer receives and disburses all monies in accordance with the bylaws and approved budget; responsible for the bank account and all transactions; prepares monthly reports and presents reports at PTA meetings. The Treasurer submits to the state office the annual audit report; and submits the annual report to the IRS, Form 990.

Parliamentarian

(Hospitality, Teacher/Staff/Bus/Volunteer Appreciation, Faculty/Staff Holiday Event, PTA Volunteer Appreciation, Room Parent Ambassador, Reflections)

Oversee and interact with committee chairs for this area; Make reports at meetings if requested. *This is an appointed position and does not require an election in order to fill this position.*

Please be aware that each position has different time commitments – some positions require more than others do - and the Executive Board should plan to be at all PTA meetings and events.