



NORTH STAR PTA OFFICER NOMINATIONS 2011-2012

The North Star PTA is seeking nominations for PTA Officer Positions for the 2011-2012 school year. The responsibilities of the officers are detailed on the back of this form. If you have the time and interest to serve as an Officer, please complete this form and place it in an envelope marked North Star PTA Nominating Committee – Patti Westergard, and return to school no later than April 30th, 2011.

The election will be held at our final PTA meeting on May 11, 2011
Installation of elected officers will immediately follow the election.

Return by April 30, 2011

Place a check mark by the position you are interested in. If you are flexible about officer positions, you may rank the positions you are willing to fill by placing a #1, #2, and #3 by the position title.

_____	President
_____	Vice President
N/A	Secretary – Jen Wootten
N/A	Treasurer – Julie Lowe
N/A	Director of Fundraising – Michelle Leone
N/A	Director of Student Services – Maureen Donnelly/Jen Walmsley
N/A	Director of School Support – Maureen Donnelly/Jen Walmsley
N/A	Past President – Patti Westergard

Your Name: _____

Phone: _____

E-Mail: _____

Children - Name and Grade: _____

Previous Experience (attach another sheet if necessary): _____

Daytime Availability: _____

Why you are interested in Serving: _____

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All eight (8) officers are members of the Executive Board and will attend all meetings of the Executive Board and the general PTA membership.

President

The president sets meeting agenda and presides at all meetings of the PTA and the Executive Board. Coordinate the work of the PTA Officers and Committees. Approve and sign all contracts. Oversee the general Budget. Act as the PTA liaison to the Administration.

(1 year term.)

Past-President

This role will be filled by the previous year's President. The past-president sits in at all meetings of the PTA and the Executive Board and serves as a link between the previous Executive Board and the present. (1 Year Term)

Vice-President

Serve as an aide to the President in anticipation of assuming the Presidency the subsequent year. Serve as the North Star PTA representative to the state PTA. Oversee the activities of the Legislative, Membership and Community Service Committees. Oversee the School Assembly Programs Committee. (1 year term as Vice-President and then 1 year as President.)

Secretary

Record, e-post, and file minutes of PTA General and Board Meetings. Webmaster for PTA Website which includes posting information, dates, program summaries, forms, links, newsletters, budgets, etc. Oversee Newsletter function. Maintain the master PTA Calendar. Maintain mass e-mail address database. Create and send mass e-mails as requested by District, Principal, Vice Principal, and Board Members. Create, distribute, and post North Star Annual Report. Maintain files of official documents including the By-Laws and Annual Records. Maintain Board, Committee and Membership lists. File all PTA documents with District/State Offices.

1 year term.

Treasurer

Have charge of all PTA funds. Keep an accurate account of all receipts and expenditures. Expend money in accordance with the budget, issuing checks and petty cash. File all required financial reports. Have the accounts independently audited annually. (2 year term.)

Director of Fundraising

Oversee the individual fundraising committees. Ensure that fundraising activities are reviewed, approved, coordinated and scheduled appropriately. Oversee and Co-chair (when necessary) the Annual Spirit Walk, Book Fair, Basket Extravaganza, and the School Spirit Wear Store. Act as the primary liaison between the Fundraising Committee Chairs and the Executive Board. Report on fundraising activities at PTA meetings. (1 year term.)

Director of Student Services

Oversee the activities of committees pertaining to Student Activities and Services such as Family Activities, Post Office, Reflections, Directory, Student of the Week, Yearbook, and Physical Education Support. Ensure that student related activities are reviewed, approved, coordinated and scheduled appropriately. Be the primary liaison between the Student Service Committee Chairs and the Executive Board. Report on student related activities at PTA meetings. (1 year term.)

Director of School Support

Oversee the activities of committees pertaining to Staff and School Support such as Interior Beautification, Exterior Landscaping, Library, Parent Programs, Staff Appreciation, Star Light Committee, and Health Services Coordinator. Ensure that School Support activities are reviewed, approved, coordinated and scheduled appropriately. Be the primary liaison between the School Support Committee Chairs and the Executive Board. Report on School Support activities at PTA meetings. (1 year term.)