

20011-2012 PTSA NOMINATING FORM

The Los Alamitos High PTSA is looking for people interested in donating their time and talents to fill the 2011-2012 Executive Board Offices & Committees. A brief job description of Board positions is included below. If you or someone you know is interested in any of the following positions, please fill in the appropriate space and return this form by February 1, 2011 to the office in an envelope marked PTSA or send via email to Linda Jones at lmjones109@verizon.net Please contact Linda Jones, Parliamentarian, at 562-598-4390 or by email if you have any questions.

X	PTSA Board Positions	
		Council Representative
	President	Grade Level Rep Senior
	Executive Vice President	Grade Level Rep Junior
	1st VP Legislation	Grade Level Rep Sophomore
	2nd VP/Membership	Grade Level Rep Freshman
	3rd VP/Ways and Means	Honorary Service Award (HSA)
	Recording Secretary	Hospitality
	Treasurer	Inspiration
	Financial Secretary	Newsletter
	Auditor	Parent Education
	Historian	Program Directory
	Corresponding Secretary (Appointed) *	PTSA Senior of the Week
	Parliamentarian (Appointed) *	PTSA Senior Scholarship Chair
		Reflections
X	PTSA Committee Positions	Senior Postcards
	Academic Awards of Excellence Night	Special Education Representative
	Back to School Luncheon	Sweatshirts
	Bake Sales – back to school & open house	Teacher Appreciation
	Convention Chair	
		<i>Call me, I want to volunteer!</i>

YOU
can
make
a
difference!

Job Descriptions:

President: Presides over every meeting. Coordinates the work of the officers & committee members. Represents the unit at Council.

Executive Vice President: Aides the president as needed and coordinates volunteers for various activities

1st Vice President: (Legislation) Keeps current on all legislative issues and reports to association and attends Sacramento Safari.

2nd Vice President: (Membership) Organizes the membership drive and keeps track of membership all year including the senior class

3rd Vice President: (Ways and Means) Chairs or directs all fundraising activities including the annual spring assistance/scholarship event.

Recording Secretary: Takes the minutes of each meeting. Types and copies minutes for permanent record.

Treasurer: Assists with making the annual budget. Keeps all financial records. Pays and tracks all bills and warrants. Writes and presents monthly treasurer's report. Writes and submits year-end financial report.

Financial Secretary: Makes all deposits and keeps all deposit records.

Auditor: Audits the books twice a year and presents a report to the unit.

Historian: Keeps an accurate record of volunteer hours and unit history.

***Corresponding Secretary:** Conducts all correspondence and compiles all volunteer forms into a working database for the Executive VP.

***Parliamentarian:** Attends all meetings and advises matters of procedure. Chairs the by-law review committee & organizes nominations.

NOMINEE NAME: _____

HOME PHONE: _____ **DAY TIME OR CELL PHONE:** _____

STUDENT'S NAME: _____ **GRADE:** _____ **EMAIL:** _____