

Roosevelt Alexander Elementary PTA Nomination and Committee Interest Form

Dear RAE Parents, Volunteers, and PTA Members,

The RAE PTA Nominating Committee is conducting a search to find parents who would like to assume a leadership role on our PTA Executive Board and make a difference!

The Nominating Committee is interested in your suggestions for officer candidates to serve for the 2010-2011 school year. This is a great way to make an invaluable contribution to the students of Roosevelt Alexander Elementary. There are many different positions, so please consider serving on the Board! If you, or someone you know, is interested in serving in one of the officer positions listed below, please fill out the form and return it by March 22, 2010. The committee will contact nominees. Feel free to make as many nominations as you wish. Be sure to nominate only those who have given their consent to serve if elected. All nominees being considered for office must be PTA members in good standing. Non-members can still join the PTA.

Please refer to the back of this letter for a complete list of officer descriptions and duties. Also included on the back of this letter is a list of PTA committees and other appointed positions. Please circle any committees you would be interested in serving on or chairing.

Please contact a member of the Nominating Committee with any questions. Thank you for your time and consideration!

The RAE PTA Nominating Committee

Tana Weiss
Chair
281-799-6708

Kristin Smith
Asst. Principal
281-237-7100

Andrea Berry

Laura Wiik

Krissy Garcia

NOMINATION FORM

Roosevelt Alexander Elementary

Deadline: March 22, 2010

See the back of this letter/form for a list of officer descriptions and duties.

Form Submitted By: _____ Phone Number: _____

NOMINATIONS	Name , Phone Number, and Email Address
PRESIDENT	_____
1 ST VP- PROGRAMS	_____
2 ND VP-MEMBERSHIP	_____
3 RD VP-WAYS & MEANS	_____
4 th VP-VIPS	_____
TREASURER	_____
SECRETARY	_____

NOTE: The Nominating Committee is only responsible for filling the officer positions listed. A nomination does not guarantee the position as an officer. It is strictly for use by the Committee. All suggestions are confidential.

**Please return this form in an envelope to the front office
addressed to RAE PTA Nominating Committee by March 22, 2010.**

Officer Descriptions and Duties

Each term is for one year, however a person may serve two consecutive terms in the same position. A procedural notebook is provided for every board position. Executive Board meetings are once a month with other duties performed as needed. All officers shall complete the Texas PTA Leadership Orientation.

President – Presides over all PTA meetings. Coordinates work of officers and committee. Is a member of all committees except the Nominating and Audit Committees. Authorized to sign on bank accounts. Attends monthly local, council, VIPS, and presidents’ meetings. Should attend Summer Leadership seminar, Area 10 conferences, and Texas PTA Convention.

1st Vice President, Programs – Responsible for PTA sponsored programs. Aide to the president. Presides over meetings in the president’s absence. Performs other duties as assigned by the president or the association. May be called upon to preside as the president if position is vacated for any reason, until the local unit board can elect a replacement. Authorized to sign on bank accounts.

2nd Vice President, Membership – Responsible for PTA membership drive. Authorized to sign on bank accounts. Presides over meetings in the president’s absence (in designated order). Performs other duties as assigned by the president or the association.

3rd Vice President, Ways & Means – Responsible for PTA fundraising. Presides over meetings in the president’s absence (in designated order). Performs other duties assigned by the president or the association.

4th Vice President, VIPS – Responsible for volunteer coordination. Presides over meetings in the president’s absence (in designated order). Performs other duties assigned by the president or the association.

Treasurer – Responsible for all funds of the association and maintaining and keeping accurate books and records. Chairs the Budget Committee. Authorized to sign on bank accounts. Presents financial reports, both written and verbal, at all meetings. Performs other duties assigned by the president or the association.

Secretary – Responsible for recording minutes of the association and keeping accurate records of all official work of the association. Chairs Bylaws committee. Performs other duties assigned by the president or the association.

Other Appointed Positions and Standing PTA Committees

Please circle any committees you are interested in serving on or chairing.

Name: _____

Phone Number: _____ email: _____

Parliamentarian

Historian

Arts in Education

Community Outreach

Council Delegate

Environmental Protection

Homeroom Coordinator

Hospitality

Legislative Liaison

Public Relations

Youth Protection

International Liaison

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