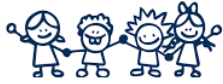
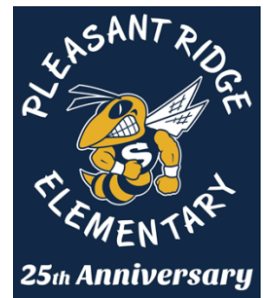


**Their future
is our business.**



PTA[®]
everychild.one voice.[®]



**PLEASANT RIDGE PTA BOARD NOMINATION
APPLICATION**

TO: NOMINATION COMMITTEE MEMBERS:
Amanda Warren, Chair Christie Everhart
Carman Woods Janet Dillon

FROM: YOUR NAME: _____
CONTACT PHONE or EMAIL: _____

DATE: _____

I hereby nominate the following person (self nominations are acceptable) for the following Pleasant Ridge PTA Board Position for the 2016-2017 school year.

NAME: _____

CONTACT PHONE OR EMAIL: _____

COMMENTS: _____

If more than one position interests you, please list your preferences using a 1-2-3 scale (1 being first choice)

A description of Officer Duties is attached to this form

- | | |
|---|---|
| _____ President | _____ Vice President, Volunteer Placement |
| _____ Secretary | _____ Kindergarten Grade Representative |
| _____ Treasurer | _____ First Grade Representative |
| _____ Vice President, Communications | _____ Second Grade Representative |
| _____ Vice President, Enrichment Programs | _____ Third Grade Representative |
| _____ Vice President, Fundraising | |

REQUIREMENTS:

All nominees must be a member of the Pleasant Ridge PTA in good standing at the time of nomination. You may apply for membership (and pay the \$10 annual dues) simultaneously with submitting your nomination. Per the PTA by-laws, nominations of non-members will not be considered.

Either men or women parents or grandparents who have a child/grandchild attending Pleasant Ridge during the school year of the term of the position are eligible to be nominated.

All Board positions are a one year term. No person may serve more than two consecutive terms in the same position unless an exception is approved by unanimous vote of the then current Pleasant Ridge PTA Board.

Nominees should have a willingness to:

Learn what the PTA's purposes and policies are and to follow them;

Reflect and embrace the diversity of the school community;

Create a climate of support and mutual respect;

Train and encourage new leaders;

Foster relationships with other PTAs and community groups and agencies.

VOTING PROCESS:

The Nominating Committee will review all nominations and present the slate of all individuals deemed eligible for nomination ("Eligible Candidates") to the Pleasant Ridge Board at their April 14, 2016 meeting or such other established time ("Election Meeting") to be held in the Teacher's Lounge of Pleasant Ridge beginning at 9:00 am.

If more than one person is interested in a position, the Eligible Candidates will be asked to be present at the at the Election Meeting to share why he/she wants the position and the skills/experience he/she has that will enable him/her to succeed in that position. If an Eligible Candidate is unable to attend the Election Meeting, he/she may submit a written statement which will be read aloud and considered in lieu of a personal appearance.

All Pleasant Ridge PTA members in good standing are eligible to vote but must be present at the Election Meeting to cast a secret vote. Ballots will be handed out and collected anonymously.

ALL NOMINATION FORMS MUST BE SUBMITTED BY APRIL 11, 2016

NOMINATION FORMS MAY BE SUBMITTED THROUGH THE PTA MAILBOX LOCATED IN THE PLEASANT RIDGE FRONT OFFICE OR VIA ELECTRONIC SUBMISSION TO volunteer@PRPTA.org

Questions may be directed to the Nominating Committee Chairperson, Amanda Warren at volunteer@PRPTA.org

PLEASANT RIDGE PTA BOARD POSITIONS AND THEIR DUTIES

- **President:** The President shall be the Chief Executive Officer of the PTA. She/he shall preside at general membership and Board of Directors meetings and shall be a member ex-officio of all committees, except the Nominating/Placement committee. The president shall, with the approval of the Board, create committees not otherwise provided. She/he shall, with the Treasurer, sign all contracts and obligations authorized by the Board of Directors.
- **Vice President of Fundraising:** The Vice President of Fundraising shall coordinate fundraising activities of the PTA. She/he shall oversee the functions of and serve as an advisor to such committees as determined by the Board of Directors, particularly those involved with direct sales and fundraising. She/he shall work with her assigned committees to ensure success of the committees and keep the Board informed of the progress.
- **Vice President of Enrichment Programs:** The Vice President of Enrichment Programs shall coordinate enrichment and supplemental school programs as determined appropriate by the Board of Directors. She/he shall oversee the functions of and serve as an advisor to such committees, particularly those that involve student/teacher enrichment and supplemental activities. She/he shall work with the PTA sponsored enrichment activities and supplementary programs to ensure success of the projects/programs and keep the Board informed of the progress.
- **Vice President of Communications:** The Vice President of Communications shall coordinate communication activities of the PTA. She/he shall oversee the functions of and serve as an advisor to such committees as determined by the Board of Directors; particularly those involved in communication. She/he shall work with assigned committees to ensure success of the committees and keep the Board informed of its progress.
- **Vice President of Volunteer Placement:** The Vice President of Volunteer Placement shall coordinate placement of volunteers for activities of the PTA. She/he shall oversee the functions of and serve as an advisor to such committees as determined by the Board of Directors. She/he will place volunteers in all chair positions by the start of each school year. She/he shall also work with an appointed committee of volunteers, as determined by the Board of Directors, to prepare a slate for the upcoming year. She/he will keep the Board informed of the progress.
- **Secretary:** The Secretary shall keep an accurate record of all meetings of the PTA and of the Board of Directors, and any special meeting as called for by the board. She/he shall assume the general duties of the president in his/her absence.
- **Treasurer:** The Treasurer shall have custody of all of the funds of the PTA. She/he shall also keep a full and accurate account of receipts and expenditures. She/he shall make disbursements in accordance with the approved budget, as authorized by the PTA. She/he shall present a financial statement at every meeting of the association and at other times when requested. She/he shall make a yearly financial report available at the annual meeting in May. She/he shall oversee the accounts of all committees that raise funds. She/he shall keep the record of the National and State portions of the membership dues separate from the record of the general funds of the local unit, as provided in these Bylaws. She will forward the appropriate unit dues to the Michigan PTA office on or before June 1 of each fiscal year. She/he will also be responsible to forward National and State moneys to the Michigan PTA office on a monthly basis by the 28th of each month.
- **Grade Representative:** Grade Reps shall bring forward topics of interest from his/her grade's community to ensure the PTA is adequately addressing his/her grade's needs. He/She will, in turn, communicate PTA efforts, accomplishments, issues and needs back to his/her grade community.