



## Recommendation for Nomination for Juanita PTSA Officers

JHS PTSA will be electing officers for the 2021-22 year.  
Election will take place at the May 19, 2021 general membership meeting.

Elected Positions available for nomination are:

**President**      **Vice President**      **Secretary**      **Treasurer**

*A brief description of these positions is on the BACK of this sheet.*

**We want your ideas about how to keep Juanita PTSA doing great things! Please consider nominating yourself – or someone you know – for a position on our Executive Committee for next school year.**

If you just want to ask questions about what this all means, please contact anyone on the Nominating Committee at this email: [Jessica.jhsptsa@gmail.com](mailto:Jessica.jhsptsa@gmail.com)

Nomination for the office of \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Qualifications, PTSA service/experience, community service, other activities:

Submitted by: Name \_\_\_\_\_ Email \_\_\_\_\_

**DEADLINE for nomination form: April 26, 2021**

# PTSA Job Descriptions

## Commitments of all executive board members:

- \*once a month board or general membership meeting – virtual or in person
- \*one PTSA sponsored training class per year
- \*must be a member of Juanita PTSA during your tenure
- \*one year commitment to the position

**President:** Serve as presiding officer for Board and Membership meetings (once per month); Act as spokesperson for the PTSA; Attend monthly PTSA Council meetings or send a representative.

**Vice-President:** Assist President as needed; Conduct board meetings when the President is unavailable; Attend all board meetings; Review and sign bank statements once a month.

**Secretary:** Record and distribute minutes for monthly PTSA Board or Membership meetings in a timely manner; Prepare sign-in sheets/track participants at PTSA meetings; Maintain online document storage; Maintain Standards of Affiliation document.

**Treasurer:** Assure all PTA funds are promptly deposited into PTA bank account; Pay bills; Keep accurate and detailed accounts; Preserve all receipts, invoices, bank statements, cancelled checks, and other financial records as specified in the records retention timetable; Submit a detailed, written monthly financial report at each meeting of the PTA; Assure that appropriate and adequate insurance is purchased (yearly renewal); Prepare and file the appropriate federal tax forms (990EZ), annual incorporation renewal report, and charitable organization report; Help develop and present the budget for the following year; Submit an annual report at the end of the fiscal year (June 30); Prepare for financial review audits; Maintain legal documents file

## Non Elected Positions

*\*Please email the Nomination Committee if interested in any of these committees!*

### Standing Committee Chairs/Board of Director Positions:

Volunteer Coordinator	Membership	Web Administrator	Staff Appreciation
Legislative/Advocacy Chair	Fundraising	Town Crier Editor	Emergency Prep

### Committees:

Scholarship Committee	Teacher Grants	Financial Review	Reflections
College Outreach	Pantry Packs	Raven Awards	Raven Pride
Special Needs	Sustainability	DEI	Facebook/Comm