



### Capri PTA Nomination/Interest Form

The PTA Nominating Committee is now accepting applications for next year's PTA Board. We welcome all nominations and will strive to create a diverse and board of parent representatives. Our goal is to see that every parent has a voice on our PTA and is given the chance to become actively involved in enriching the educational opportunities at our school. You may nominate as many candidates as you choose; however, you must use a separate form for each recommendation. Thank you for supporting our PTA!

The members of our nominating committee are: Sara Jorgensen as committee lead, Karen Eshoff, Sunmee Park, with Samata Paterra serving as an alternate.

I wish to have the PTA Nominating Committee consider the following person:

Name

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Telephone

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Email 

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For the following Executive Board position(s):

President  Vice-President  Secretary  Treasurer

Auditor  Historian

Describe this person's qualifications for office and ability to serve. Please include any information that would be helpful in assisting the Nominating Committee. Previous volunteer experience is helpful but is not a prerequisite.

Submitted by \_\_\_\_\_

Date \_\_\_\_\_

Return form via email to Sara Jorgensen at the following email address:

[Sara@ivanandsara.com](mailto:Sara@ivanandsara.com)

Or send to school front office in an envelope marked:

**PTA Nominating Committee**

**Attn: Sara Jorgensen**

DEADLINE for submitting this form is: **February 17th, 2023**

\*\*Board position descriptions can be found on the back of this page, at the front office or by emailing [capriptaca@gmail.com](mailto:capriptaca@gmail.com)

## **Responsibilities of PTA Board Members**

**President** - The president shall: Coordinate the work of officers and committees of the association in order that the purposes may be promoted. Preside at all meetings of the association and the executive board. Appoint the parliamentarian, the chairmen and members of committees, subject to the ratification of the executive board. Sign all authorization for payment as required by the executive board or association. Have all newsletters, flyers and/or other notices approved by the principal, prior to distribution. Have all contracts approved by the association, prior to signing a contract. Be authorized to sign checks. Perform such other duties as may be prescribed in the bylaws or assigned by the association.

**Vice President** – The Vice President shall act as aid to the president and shall perform the duties of the president in the absence or disability of that officer to act.

**Treasurer** – The Treasurer shall: Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements for the association, including specifically, the number of members, the dues collected from the members and the amount of dues remitted through channels to the Californian State PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the California State PTA. Receive and retain a copy of the deposit slip for any deposit made. Pay all bills as authorized by the executive board or the association and on receipt of authorized payments. Secure two signatures on all checks. Keep an accurate record of receipts and disbursements in a ledger, which is a permanent record of the association. Keep the membership informed of expenditures as they relate to the budget adopted by the association. Present a treasurer's report at every meeting. Be responsible for filling out and forwarding all necessary report forms required by PTA for insurance, and for filing all tax returns and other forms required by government agencies. Make an annual financial report to the association, which includes gross receipts and disbursements for the year.

**Secretary** – The Secretary shall: Keep an accurate record of the proceedings of all meetings of the association and the executive board in a bound book, which is the legal record of the association. Be prepared to refer to minutes of previous meetings. Prepare a list of all unfinished business for the use of the president. Prepare and, with president, sign all authorizations for payment authorizing the expenditure of funds following approval by the association or executive board in accordance with the bylaws. Record all expenditures in the minutes.

**Historian** – The Historian shall: Assemble and preserve a record of the activities, achievements and volunteer hours of the association. Act as custodian of records and other materials pertinent to the history of the association. Assist the president with the preparation to the association's annual report required by the CA State PTA.

**Auditor** – The Auditor shall: Audit the books and financial records of the association semiannually. Prepare a midyear audit to be completed in January. Audit the books upon resignation of the treasurer or any check signer and at any time deemed necessary. Be responsible for verifying on the Audit Report Form that all necessary report forms required by the CA State PTA for insurance, and tax returns.