



Executive Committee 2014-2015 NOMINATIONS

Thank you for your help in nominating candidates for our 2014-2015 PTA Executive Committee! Nominations will be open from **February 26th to March 19th**. Please submit this form to the office before March 19th or email your nominations to nomination@lowripta.com.

President Elect

This is a 1 year term; this person automatically becomes the President at the end of the 1 year term, then serving a 1 year term as President. President-elect works closely with the Principal and the President to coordinate and support the efforts of the PTA. Duties may include assistance in designing general membership meetings, connecting with and supporting Board members, tasks and correspondence related to County and Regional PTA, and serving as a liaison between the Executive Committee and the Board.

I nominate _____ for the position of Vice President/President Elect.

Treasurer

This is a 2 year term. The Treasurer is responsible for organizing and operating the PTA financial system. The Treasurer works closely with the principal and the Executive Committee to make decisions and coordinate efforts of the Lowrie PTA. The Treasurer coordinates the budget committee to plan the budget for the upcoming academic year. Tasks include: writing the budget and ensuring that Board members adhere to it, completing taxes (if needed) and ensuring the completion of an end of year audit by an independent committee, ensuring timely and accurate payment and reimbursements for all PTA business.

I nominate _____ for the position of Treasurer.

Secretary

This is a 2 year term. The secretary assists in decision making with the Executive Committee. Tasks include: accurately document all business conducted at Executive Committee and Board meetings (take the minutes), and is responsible for the timely distribution of minutes from all PTA meetings; including uploading minutes to the PTA web site and e-mailing them to all members. The Secretary is responsible for coordinating all correspondence between the Executive Committee, the Board, and the general membership, such as sending out agenda in advance.

I nominate _____ for the position of Secretary.

Vice President for Media & Marketing

For the 2014-15 academic year, this will be a 1 year term with the option of being elected again for a 2 year term. This year will be an anomaly in an effort to get the Executive Committee on a rotation where the team is turning over on alternate years. The VP for M&M works with the Board to ensure the dissemination of information to the Lowrie and Wilsonville community about events and efforts of the PTA. This person is responsible for connecting with and supporting all Board members who lead media and marketing efforts, as well as being a liaison between the Board and the Lowrie community.

I nominate _____ for the position of M&M VP.