



ROOSEVELT MS PTSA OFFICER NOMINATION FORM

Roosevelt MS PTSA is seeking individuals interested in serving in the following positions for election in March 2022. ***The following officers will be elected for a one-year term beginning July 1, 2022, and ending June 30, 2023:***

- **President:** Serves as the official representative to Glendale Council PTA; presides at Executive Board and Association meetings; oversees and coordinates the work of the Executive Board; serves as ex-officio member of all committees except the nominating committee; works closely with the Glendale Council PTA and District personnel to support all children in GUSD; attends monthly Glendale Council meetings and the annual California State PTA Convention.
- **Executive Vice President:** Serves as the primary aide to the president and performs the duties of the president in the president's absence; attends GUSD meetings as requested by the president; works with District personnel and PTA units to promote family engagement.
- **Secretary:** Records minutes at Council PTA meetings; co-signs formal papers with the president, including authorizations for payments and bylaws; collects volunteer hours; completes and submits the PTA Annual Historian Report to First District PTA; maintains and preserves PTA records and documents.
- **Treasurer:** Maintains permanent records of the Council PTA's funds and financial transactions; chairs the budget committee and prepares annual budget; pays all bills as authorized by the board or association; prepares and presents financial reports at Council PTA meetings; ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted; supports and educates unit treasurers as needed.
- **Historian:** shall be responsible for the preparation of the Association's Annual Report of volunteer hours required by the California State PTA.

Name: _____

Email: _____ Phone: _____

I would like to recommend someone for the Roosevelt MS PTSA Executive Board. Please write the name(s), position(s), and phone number or email address so we can contact your nominee(s): _____

I would like to be considered for the following positions (if more than one, please number your preferences with 1 being the highest): _____

Please list any PTA/PTSA offices or chair positions that you have held in the past and describe any other relevant volunteer experience that you may have:

Please provide a brief statement about why you wish to volunteer as an Officer for Glendale Council PTA:

Thank you for your nomination(s)! ***Please return this form to Roosevelt MS PTSA Nominating Committee Karin Graver at karinjgraver@gmail.com by Friday, January 14, 2021.*** All nominations will be forwarded to the Roosevelt MS PTSA Nominating Committee for its consideration in developing a slate of officers.