

# LEDGEVIEW PTA NOMINATIONS FORM

We are now accepting nominations for Ledgeview PTA's Executive Board for the 2009-2010 School Year. Potential nominees must be a PTA member, be enthusiastic and supportive of the PTA and its objectives, be concerned with the interest and well being of our PTA, be fair and work well with others, and be reliable and committed to the position.

Feel free to nominate yourself or someone else. To nominate a person for a position, fill in the nominee's name in the space provided below and return your completed form to school in a sealed envelope marked "PTA Nominations". Written nominations should be returned no later than March 6, 2009. Nominations will also be accepted during our general PTA meeting on Wednesday, March 11, 2009 @ 6:30 pm. If you have any questions, please feel free to contact any of the board members listed below. Thank you.

**Joyce Keeney, President: (330) 467-8513**  
**Cindy Chaffee, 1<sup>st</sup> Vice President: (330)467-7119**  
**Giulia Polace, Treasurer: (330) 468-4122**  
**Karen Greer, Recording Secretary : (330) 467-2766**  
**Donna Kovacs, Corresponding Secretary: (330) 467-8616**  
**Nikki Gallagher, Council Delegate: (330) 467-9307**  
**Cindy Masteller, Council Alternate: (330) 468-1036**

## EXECUTIVE BOARD POSITIONS

(please refer to the attached for board position descriptions)

**President** \_\_\_\_\_

**Vice President** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

**Recording Secretary** \_\_\_\_\_

**Corresponding Secretary** \_\_\_\_\_

**Council Delegate** \_\_\_\_\_

**Council Alternate** \_\_\_\_\_

## **EXECUTIVE BOARD DESCRIPTIONS**

**President:** Serves as official representative to the school; presides over all meetings, appoints committee chairpersons, orders the preparation of and receives reports of officers, committee chairs, etc. The President shall be a member ex officio of all committees except the nominating committee.

**Vice President:** Acts as an aide to the President and fulfills duties assigned by the President; presides at meetings and assumes the duties of the President in the absence or inability of that officer to act; acts as chairperson for Ledgeview's mini grant program.

**Treasurer:** Serves as authorized custodian of the funds; keeps an accurate and detailed account of all monies received and disbursed; receives all monies for all accounts and issues receipts; makes disbursements in accordance with the approved budget as authorized by the board or association; reports at meetings all activities of account; ensures the books are audited annually in accordance with the Bylaws and appropriate tax filings are completed and filed.

**Recording Secretary:** Takes minutes and keeps attendance of all meetings of the Board and of the general membership; presents minutes for approval at meetings; assists the President in preparing the agenda; acts as custodian of all records except those specifically assigned to others; maintains copies of minutes, agendas, current bylaws and standing rules, and membership list.

**Corresponding Secretary:** Conducts PTA correspondence at the direction of the President, the Board or general membership; reads letters received by PTA at meetings; sends notices of meetings; notifies officers, committee chairs and delegates of their election and promptly sends to Ohio PTA the names and addresses of newly elected officers as well as those serving a second term.

**Council Delegate:** Attends all PTA council meetings and reports to the association; brings concerns of the association to Council; participates in Council programs when asked or assigned.

**Council Alternate:** performs all duties of the Council Delegate in her/his absence; may participate in Council programs when asked or assigned.