

# Sickles High School PTSA Nomination and Committee Interest Form

The Sickles High School PTSA Nominating Committee is conducting a search to find volunteers who would be interested in assuming a leadership role on our PTSA Executive Committee.

If you, or someone you know, is interested in serving in one of the elected officer positions listed below, please fill out this form and return it by **May 3, 2019**. The committee will contact the nominees.

*Please refer to the back of this form for a complete listing of Executive Committee officer positions and duties. Also included on the back of this form is a list of Standing & Special Committees. Please circle any committees you would be interested in serving on or chairing.*

Thank you for your support and consideration of Sickles' PTSA. Should you have any questions concerning the nominating process, please contact Robin Zancara at [rzancara@yahoo.com](mailto:rzancara@yahoo.com).

## SHS PTSA 2019-2020 Nominating Committee:

**Michelle Darr**

**Mary Bennion**

**Robin Zancara**

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## Nomination Form

**Sickles High School**

**Deadline: May 3, 2019**

*(See back of this form for list of officer descriptions)*

### **I would consider serving in the following position(s):**

*(if you are interested in more than one position, please number in preferential order)*

- |                          |  |                          |                                |
|--------------------------|--|--------------------------|--------------------------------|
| <input type="checkbox"/> | <b>President</b>                           | <input type="checkbox"/> | <b>Treasurer</b>               |
| <input type="checkbox"/> | <b>1<sup>st</sup> VP Membership</b>        | <input type="checkbox"/> | <b>Recording Secretary</b>     |
| <input type="checkbox"/> | <b>2<sup>nd</sup> VP Ways and Means</b>    | <input type="checkbox"/> | <b>Corresponding Secretary</b> |
| <input type="checkbox"/> | <b>3<sup>rd</sup> VP Business Partners</b> |                          |                                |

Nominee: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Students Name(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_

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*This is a non-binding document. Completion of this form should not be construed as a nomination or appointment to any office.*

**Please return this form via email to [rzancara@yahoo.com](mailto:rzancara@yahoo.com) or to the SHS front office Attn: PTSA Nominating Committee.**

## PTSA Executive Committee Officers & Duties

*(Elected Positions)*

Each term is for one year. However, a person may serve two consecutive terms in the same position. A procedural notebook is provided for each position. The Executive Board meets once a month with other duties performed as needed. .

**President** – Presides over all PTSA meetings. Coordinates work of officers and committees. Is a member of all committees except the Nominating and Audit Committees. Ensures all of SHS objectives are followed through. Authorized to sign on bank accounts.

**1<sup>st</sup> VP, Membership** – Responsible for PTSA membership drive(s) and organizes membership events. Performs other duties as assigned by the president or the association.

**2<sup>nd</sup> VP, Ways & Means** – Responsible for PTSA fundraising and the development of new fundraising opportunities. Performs other duties as assigned by the president or the association.

**3<sup>rd</sup> VP, Business Partners** – Responsible for securing business partners from the local community. Authorized to sign on bank accounts. Performs other duties as assigned by the president or the association.

**Corresponding Secretary** – Prepares all written communication on behalf of the PTSA. Performs other duties as assigned by the president or the association.

**Recording Secretary** – Responsible for recording minutes of the association and keeping accurate records of all official work of the association. Authorized to sign on bank accounts. Performs other duties as assigned by the president or the association.

**Treasurer** – Responsible for the funds of the association and maintaining and keeping accurate books and records. Chairs the Budget Committee. Authorized to sign on bank accounts. Presents financial reports, both written and verbal, at all meetings. Performs other duties as assigned by the president or the association.

### Standing & Special Committees

*(These are appointed positions. Please mark any committees you would be interested in serving on or chairing)*

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### **I would consider serving in the following position(s):**

- |  |  |
|--|--|
| <input type="checkbox"/> Document Updates/Copying            | <input type="checkbox"/> Spirit Wear/Apparel       |
| <input type="checkbox"/> Great American Teach-In Hospitality | <input type="checkbox"/> Hoops for Harris          |
| <input type="checkbox"/> Schedule Folding Coordinator        | <input type="checkbox"/> Teacher Grants            |
| <input type="checkbox"/> County PTA Awards                   | <input type="checkbox"/> Bus Driver Appreciation   |
| <input type="checkbox"/> Open House PTSA Coordinator         | <input type="checkbox"/> Staff Appreciation        |
| <input type="checkbox"/> Hospitality                         | <input type="checkbox"/> PTSA Senior Scholarships  |
| <input type="checkbox"/> PTSA Student Club Advisor           | <input type="checkbox"/> Reflections Art Program   |
| <input type="checkbox"/> Volunteer Coordinator               | <input type="checkbox"/> PTSA Website/Social Media |

**Note:** *The Nominating Committee is only responsible for filling the elected officer positions for the Executive Committee. A nomination does not guarantee the position as an officer. Each candidate will be carefully considered for the office he/she is being nominated for. All suggestions are confidential.*

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**Deadline: May 3, 2019**