

**IDAHO PTA OFFICER
NOMINATION FORM FOR 2017-2019**

Submitted by: _____

Nominee's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: Day _____ Evening _____ Cell: _____

E-mail: _____

PTA Member of: _____ PTA Region: _____

Please note: Nominee must be a current Idaho PTA member for the 2016-2017 school year Attach copy of current PTA membership card.

I wish or the nominee wishes to be considered for the following officer position(s).

President Elect*

Vice President-Legislative

Secretary

Vice President-Membership

Treasurer

*To be considered for the office of President-Elect, the nominee shall have served at least two (2) years on the Idaho Board of Directors and in at least one (1) other position.

Additional paper may be added as needed to complete the questions.

Please give a brief description of nominee:

PTA experience (positions held at local, region, and state level, Responsibilities and duties)

Qualifications for this office:

Professional and/or other volunteer experience):

References: Include at least three references, 2 need to be PTA related, 1 can be personal

1st reference:

indicate your relationship: _____

Name: _____

Email addresses: _____

Phone #s: Work () _____, Home () _____, Cell () _____

2nd reference:

indicate your relationship: _____

Name: _____

Email addresses: _____

Phone #s: Work () _____, Home () _____, Cell () _____

3rd reference:

indicate your relationship: _____

Name: _____

Email addresses: _____

Phone #s: Work () _____, Home () _____, Cell () _____

Consent of the Nominee: DYes No

Nominee's Signature: _____ **Date:** _____

****Must be received on or before January 20,2017 to:**

Idaho PTA

Atten: Nominating committee

1655 W Fairview, Suite 109

Boise, ID 83702

Email- idahopta@idahopta.org

DUTIES OF OFFICERS

The President-Elect shall:

- Be an aide to the President and perform the duties of the President in his/her absence or inability to serve, and perform all other duties as assigned by the President.
- Be the general chairman of the Convention Committee and be advisor to the local Convention Chair.
- Be the Region Coordinator working specifically with Region Directors.
- Oversee Leadership Development Committee.
- Serve on Office Management and Budget & Finance Committee.
- Perform other duties as assigned by the President.
- Perform such other duties as may be provided for by these bylaws, that will meet the goals of the Strategic Plan, prescribed by the parliamentary authority or the Idaho Standing Rules or directed by the Board of Directors or Executive Committee.

The Vice Presidents shall be aides to the President and perform the duties of the President and/or President-Elect in their absence or inability to serve and perform all other duties as assigned by the President.

The Vice President of Membership shall Chair the Membership Committee, oversee the Community Outreach Committee, Idaho PTA unit and Extension Committee.

- Track membership data monthly.
 - Provide membership reports to the Board of Directors at meetings and as requested.
 - Fulfill duties outlined in the "At-Risk" policy in the Idaho Standing Rules, in Appendix A-5.
 - Work with local units to increase and promote PTA membership.
 - Promote PTA to non-PTA schools and assist in starting new units.
 - Coordinate the delegates of the Idaho PTA Unit as defined in Article VII, Section 14.
- Perform such other duties as may be provided for by these bylaws, that will meet the goals of the Strategic Plan, prescribed by the parliamentary authority or the Idaho Standing Rules or directed by the Board of Directors or Executive Committee.

The Vice President of Legislation shall chair the Legislative Committee, act as the Legislative Representative, oversee the Education Policy Committee, and Federal Legislative Chair.

- The Vice President of Legislation shall chair the Legislative Committee, act as the Legislative Representative, oversee the Education Policy Committee, and Federal Legislative Chair. Idaho PTA Bylaws
- Make known PTA's position on legislative issues using adopted position statements and resolutions.
- Improve the skills of PTA members as advocates for children.
- Increase the awareness of PTA's advocacy efforts among the general public.
- Present to the Board of Directors proposed legislative priorities.
- Coordinate legislative activities during the legislative session.
- Plan, organize, and execute the Idaho PTA Advocacy Conference and Legislative Day. Dates shall be set at the summer training meeting.
- Establish a Legislative Committee and serve as the chair.
- Establish and oversee an Education Policy Committee and select a chair.
- Act as the Idaho PTA Legislative Representative and select a member of

the Legislative Committee to be the Idaho PTA Federal Legislative Chair, with approval of the President.

-Perform such other duties as may be provided for by these bylaws, that will meet the goals of the Strategic Plan, prescribed by the parliamentary authority or the Idaho Standing Rules or directed by the Board of Directors or Executive Committee.

The Secretary shall:

-Keep an accurate account of all meetings/events of Idaho PTA, the Board of Directors and the Executive Committee and at other times as directed by the President.

- Prepare minutes and notices of each. Minutes shall be mailed or emailed to all Board members within 30 days following each meeting/event where minutes are recorded.

-Be prepared to read the records of any previous meetings.

- File all records with the state office as needed or directed.

- Oversee the Bylaws Committee and the Historian.

-Perform such other duties as may be provided for by these bylaws, that will meet the goals of the Strategic Plan, prescribed by the parliamentary authority or the Idaho Standing Rules or directed by the Board of Directors or Executive Committee.

The Treasurer shall:

-Oversee and collect all funds due to Idaho PTA and to National PTA.

Idaho PTA Bylaws

-Be custodian of all funds, keeping accurate account of the receipts, disbursements and financial records of Idaho PTA and secure two (2) authorized signatures on all check.

-Deposit funds in a bank approved by the Office Management Committee.

- Present written statements of all accounts at all meetings of the Executive Committee, meetings of the Board of Directors, and at other times when requested to do so by the President.

- Render a financial statement showing deposit and expense activity, budget versus actual comparisons, and account balances to the members of the Board monthly, either through a meeting, an email, or posted to a password protected area on the Idaho website.

- Together with the President, approve disbursement of funds in accordance with the approved budget.

-Monthly remit all funds due to the National PTA.

-Secure a commercial bond insurance for the faithful performance of these duties in an amount determined by the Board of Directors paid for by Idaho PTA.

-Prepare a detailed annual financial report and prepare for annual financial review.

-Annually arrange for a complete review of all accounts by a qualified accountant appointed by June 1st by the Board of Directors. Appropriate records shall be provided by July 30th to said accountant.

-Chair the Budget and Finance Committee, be Advisor to the Financial Development Committee and serve on the Office Management Committee.

-File appropriate 990 Federal Tax Returns on an annual basis at the Fiscal Year end.

-Perform such other duties as may be provided for by these bylaws, that will meet the goals of the Strategic Plan, prescribed by the parliamentary authority or the Idaho Standing Rules or directed by the Board of Directors or Executive Committee.