

Rhode Island PTA Officer Nomination Form 2017-2019 Term

If you are interested in serving in one of the positions, please submit your name and the position of interest. The descriptions on the following pages outline the responsibilities of the Officers of the Rhode Island PTA.

The Rhode Island PTA Nominating Committee is responsible for nominating one eligible person for each of the following officer positions and reports its recommended nominees to the Rhode Island PTA Board of Managers and each local PTA in March. Each officer of the Rhode Island PTA shall be a member of a local unit PTA.

Elections are held at the Rhode Island PTA Spring Convention Meeting on April 6, 2017. Officers will assume their official duties on July 1, 2017 and shall serve for a term of 2 years.

Rhode Island PTA Officer Nominations for the 2017-2019

First and Last Name: _____

Telephone Number: () _____ Email: _____

I am interested in being considered for the office of _____;

and/or

I would like to nominate the following individual(s) for office: *Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to these offices*

President - Elect: _____

V. President of Membership: _____

Treasurer: _____

Recording Secretary: _____

Corresponding Secretary: _____

Please complete this form and mail to the Rhode Island PTA Nominating Committee Chair, Lisa Valentine at 282 North Country Club Drive, Warwick, RI 02888 on or before February 1, 2017.

Thank you for your time, interest and support!

The President-Elect shall

- a. Serve as a member of the board of managers and the executive board;
- b. Act as an aide to the President;
- c. Perform the duties of the president in the president's absence or inability to serve;
- d. Coordinate the work of the standing committees;
- e. Serve as a member of the legislation program committee; and
- f. Provide support and training to Councils, local units and/or their membership chairs as requested by the units or directed by the Board.
- g. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of managers or executive committee.

The Vice-President for Membership shall:

- a. Serve as a member of the board of managers and the executive board;
- b. Work with interested members of the Board to develop an annual Membership Plan for the Rhode Island PTA and submit it for approval to the Rhode Island PTA Board of Managers;
- c. Maintain the membership records of the state organization and submit reports to the National PTA as required; and
- d. Provide support and training to Councils, local units and/or their membership chairs as requested by the units or directed by the Board.
- e. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of managers or executive committee.

The Corresponding Secretary shall

- a. Serve as a member of the Board of Managers and the Executive Committee.
- b. Compile and maintain the local unit/council/state PTA board member database and input database on National PTA's system.
- c. Send out email correspondences to all local unit/council/state PTA board members as directed and approved by the President.
- d. Send out reminder emails of all Board of Managers meetings to the local unit/council/ state PTA board within the timeframe as noted in these bylaws.
- e. Print out labels of local unit/council/state PTA officers and return address labels for mailings as needed.
- f. Be available as a back up to the Recording Secretary for keeping the minutes of all meetings.
- g. Provide support and training to Councils and local units as requested by the units or directed by the Board.
- h. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, the Board of Managers, or the Executive Committee.

The Recording Secretary shall

- a. Serve as a member of the Board of Managers and the Executive Committee
- b. Keep an accurate, permanent, and accessible account of all meetings;
- c. Be prepared to read the records of any previous meetings;
- d. File all records;
- e. Be responsible for all credentials and statistics at all state meetings; and
- f. Provide support and training to Councils, local units and/or their membership chairs as requested by the units or directed by the Board.
- g. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, the Board of Managers, or the Executive Committee.

The Treasurer shall

- a. Serve as a member of the Board of Managers and the Executive Committee,
- b. Receive and disburse Rhode Island PTA funds;
- c. Keep a full and accurate account of the receipts and disbursements in books belonging to Rhode Island PTA;
- d. Deposits funds in an insured depository;
- e. Render a written statement to the board of managers and the executive committee at each meeting;
- f. Present an annual report of the financial status of Rhode Island PTA and a proposed budget for the coming fiscal year to the annual convention body; and
- g. Provide support and training to Councils, local units and/or their membership chairs as requested by the units or directed by the Board.
- h. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of managers, or the executive committee.