



Covington Middle School PTA
2018-2019
Executive Board Officer Nomination Form



All PTA Officers are members of the Executive Board and should attend all Executive Board and General PTA meetings. Committee Chairs should only attend planning and general meetings.

President - The President sets meeting the agendas and presides at all Executive Board and general meetings of the PTA; sets annual and special events calendar; coordinates the work of the PTA Officers and Committees; approves and signs all contracts; oversees and sets the annual budget; acts as the PTA liaison to the Administration; appoints all standing committee chairs.

President Elect – Shadows and assists the current President, presides over meetings and acts as alternate PTA Delegate to ACPTA, TXPTA and the Crockett Vertical Team in the president's absence. Nominee **must** complete full TXPTA training.

1st Vice President: Membership- Establishes annual membership goals and creates membership development plan and calendar; plans and coordinates membership drives; executes ongoing membership promotion and outreach at all school functions; coordinates mail out of membership cards; compiles, maintains and files membership lists and reports to ACPTA and TXPTA as required.

2nd Vice President Fundraising – Develops, plans and executes two Board approved fundraising events a year , work with and oversee dance committees; ensures that fundraising activities are reviewed, approved, coordinated and scheduled appropriately with the school; acts as primary liaison between the Fundraising Committee Chairs and the Executive Board; reports on fundraising activities at PTA meetings.

3rd Vice President: Special Events & Programs – Researches, coordinates and promotes educational and special programs in conjunction with the Parent Support Specialist and the President. Acts as an event coordinator for Reflections, Black History Month, Student & Teacher Appreciation events and Holiday Happenings. Works closely with the Hospitality Chair.

Secretary - Records, posts and files minutes of PTA General and Executive Board meetings; maintains the official PTA records and documents including the By-Laws and Annual Records; maintain Board, Committee and membership lists in conjunction with the Membership VP, files all PTA documents with ACPTA, TXPTA, District/State Offices; send meetings notices to executive board members and association members as needed; manage PTA correspondence as directed by President, both incoming and outgoing; assists Historian and Standing Chairs with correspondence as needed.

Treasurer – Responsible for all PTA funds and financial records; keeps an accurate account of all receipts and expenditures; expend money in accordance with the budget, issuing checks and petty cash; file all required financial reports with city/state/federal offices; coordinate the annual independent audit. **Knowledge of general accounting and QuickBooks is NEEDED. Nominee MUST complete TXPTA Treasurer Training over the summer.**

Historian - Assembles and preserves the record of activities and achievements of the PTA and assists the president in preparing the Annual Report; works with the Volunteer Coordinator to collect and report volunteer hours.

Parliamentarian - Review and study the bylaws and standing rules annually; provide members and executive board with training on simple parliamentary procedures – how to state a motion, rules of debate, quorums; call the first meeting of the nominating committee and conducts the election of the Nominating Chair. This position is appointed, not elected.

Hospitality Chairman - Acts as the official host of the PTA at all times. Is responsible for establishing a friendly, comfortable atmosphere at all PTA meetings and events; works as a member of all planning committees to support and execute all events. This position is appointed, not elected.