

South Cobb Council of PTAs, Georgia
OFFICER LETTER OF INTEREST & NOMINATION FORM
2017-2018

SUBMISSION DEADLINE: MIDNIGHT - FRIDAY, MARCH 10, 2017
to leresajames@gmail.com

Submitted by: _____.

Phone #: _____ Email: _____

*Nominee's Name: _____

Address: _____

Phone #: _____ Cell #: _____

E-mail: _____

PTA Member of LU : _____

** Nominee must be a current Georgia PTA member from a Local Unit in good standing. Please provide a copy of the current year PTA/PTSA card with application.*

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

____ President OR ____ Co-President AND ____ Co-President

**Per the South Cobb Council PTA Bylaws – No member shall serve as the Council President (or Co-President) while serving as a Local Unit President.*

____ 1st Vice President ____ 2nd Vice President ____ Secretary ____ Treasurer

PTA experience (positions held at local, council, and district level)

Additional Qualifications:

Note: Resumes will be included with the posting of the slate. Please reference the South Cobb Council Bylaws for a full understanding of the responsibilities and requirements for Council Officers.

References: Include at least two (2)

Name: _____

Phone: _____

Email: _____

Name: _____

Phone: _____

Email: _____

Administrative Use Only:

Date Received: _____

PER South Cobb Council PTAs Bylaws - Council Purpose & Officer Duties

ARTICLE V: PURPOSES OF THE COUNCIL

Section 1. The purposes of this council PTA are to:

- a. Unify and strengthen local PTAs/PTSAs comprising the council PTA;
- b. Provide for the conference and cooperation of the local PTAs/PTSAs in the council PTA membership in order to create a public opinion favorable to the interests of children, to encourage programs and projects in the various PTA/PTSA units which will carry out the Mission and Purposes of PTA, and to assist in the formation of new PTAs/PTSAs according to the plan of the Georgia PTA; and
- c. Promote the interests of the National PTA and the Georgia PTA.

#Section 2. This council PTA shall not legislate for local PTAs/PTSAs.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of this council PTA;
- b. Serve as an ex officio member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of this council PTA in order that the purposes may be promoted;
- d. Appoint special committees, except the nominating committee;
- e. Have representatives at district and state functions;
- f. Pass on to the membership at each meeting news and information from state and national bulletins;
- g. Appoint a parliamentarian who shall serve at all Executive Committee, Board of Directors and general membership meetings. The parliamentarian shall not vote on any question except in case of a ballot vote;
- h. Be a signatory on all financial accounts of this council PTA;
- i. Sign and execute all contracts, agreements or other obligations in the name of this council PTA as authorized by the Board of Directors;
- j. Submit a plan of work to the district director; and
- k. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors or Executive Committee.

Section 2. The vice president(s) shall:

- a. Act as aide(s) to the president;
- b. In their designated order perform the duties of the president in the president's absence or inability to serve; and
- c. 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 Directors, or the Executive Committee.

Section 3. The secretary shall:

- a. Record the minutes of each general, Executive Committee and board meeting of this council PTA;
- b. Read or distribute printed copies of the minutes of the previous meeting for approval;
- c. Maintain an accurate membership list as provided by the membership chair or committee;
- d. Have a current copy of the bylaws;
- e. Have minutes from previous meetings for reference at each meeting;
- f. Determine the presence of a quorum prior to any business being conducted;
- g. Call the meeting to order in the absence of the president and vice president(s), unless the bylaws specify otherwise, and preside until a temporary chair is elected;
- h. Immediately upon the election of new officers, send a list of their names, addresses and phone numbers to the state PTA office and district director;
- i. Register their signature at the bank as an emergency signatory;
- j. Compile and maintain a list of local unit voting delegates and alternates to the council PTA meetings; and
- k. 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 Directors or the Executive Committee.

Section 4. The treasurer shall:

- a. Have custody of the funds of this council PTA;
- b. Maintain a full account of the funds of this council PTA;

- c. Make disbursements as authorized by the president or Board of Directors of this council PTA in accordance with the budget adopted by this council PTA;
- d. Have checks or vouchers signed by two people: the treasurer and one other person. Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship;
- e. Never sign a blank check;
- f. Pay all bills by check – never by cash;
- g. Ensure deposits from fundraisers and other sources of income are made the next business day. Never deposit funds of this PTA in a personal or school account;
- h. Always issue a receipt for cash received;
- i. Maintain a full and accurate account of the receipts and disbursements in the books belonging to this council PTA;
- j. Be prepared to answer all questions promptly and to have records available at all meetings;
- k. Provide a written financial statement at each meeting of the general membership, Board of Directors and Executive Committee;
- l. Present an annual report of the financial condition of the association;
- m. Have the accounts examined annually at the end of the school year or upon the change of treasurer by an auditor or auditing committee of not fewer than three members;
- n. Not sign checks for this council PTA after the books are closed for audit;
- o. Report the findings of the annual audit to this council PTA no later than the first general meeting of the new school year;
- p. Determine the gross receipts for the previous fiscal year and file the appropriate federal tax form(s) with the IRS;
- q. Reconcile the bank statements monthly and have the statements reviewed, signed and dated by a member of the Board of Directors of this council PTA. This member shall not be related to the treasurer by marriage or any other relationship; and
- r. 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 Directors, or the Executive Committee.