

PARENT GUILD NOMINATIONS

As the school year draws close it is time to nominate and elect next year's officers of the Parent Guild. Please feel free to nominate yourself as well as others. Indicate your choice for officers on the form below and return it to school by Friday, April 28th.

DUTIES OF THE OFFICERS

President - The President shall preside at all meetings of the Group, prepare an agenda for the meetings of the Group, post the suggested agenda on the group bulletin board at least one week prior to the scheduled meeting of the Group, be an ex-officio member of all committees, and perform such other duties as may be requested by the Group or by the Executive Board.

Vice President- The Vice President shall be the parliamentarian at all meetings of the Group and be responsible for the orderly conduct at such meetings, assist the President and perform the duties of the President in absence and perform such other duties as may be requested by the President, the group or the Executive Board.

Secretary – The Secretary shall keep an accurate record of all meetings of the Group and the Executive Board, post the minutes of the meetings of the Group on the group bulletin board at least one week prior to the next schedule meeting of the Group; and compile and keep a record of the activities and achievements of the Group.

Treasurer – The Treasurer shall receive all monies of the Group, keep an accurate record of receipts and disbursements, distribute funds in accordance with the budget approved and authorized by the Group, prepare a financial statement and post it on the Group bulletin board at least one week prior to the next scheduled meeting of the Group, at every meeting of the Group and at other times if requested by the Executive Board, present financial statements, make a full financial report at the May meeting, reimburse members making authorized and approved expenditures of the Group when presented with receipts of such expenditures and if necessary call a special meeting of the Executive Board in person or by telephone, for approval of unforeseen expenditures of the Group.

Please detach and return to school by April 28th.

Nomination Form for 2006-2007 Parent Guild Executive Board

PRESIDENT _____

VICE PRESIDENT _____

SECRETARY _____

TREASURER _____