

Call for Nominations – 2017/2018 PTSA Officer Elections

DeKalb Early College Academy PTSA officer elections will be held at the PTSA meeting on **April 15, 2017**. The following officers will be elected:

President

Direct the affairs of the association in cooperation with the Executive Committee and represent PTSA members. Develop a year-long plan of action; oversee and interact with all PTSA officers and activities; interact with school administration; Develops and updates a procedure book; Presides at all meetings of the general membership, Board of Directors, and Executive Committee; Knows and follows the bylaws of the association; Appoints chairpersons on standing committees according to bylaws.

Vice-President

Presides at meetings in the absence of the president/president elect or upon their inability to serve.

Performs the duties of the president in the absence of the president and the president elect or upon their inability to act; **Preside as an assistant to the president** responsible for duties assigned by the president;

Represents the president upon request; district and Georgia PTA.

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Secretary

The Secretary is responsible for keeping accurate record of the proceedings of the association, Board of Directors and Executive Committee meetings. These records will be the history of the PTSA. Promptness, accuracy and knowledge of PTA Purposes and Policies are very important to the job.

Treasurer

The Treasurer is the legally responsible, authorized custodian of PTSA funds. The Treasurer is responsible for the financial management of the PTSA. The Treasurer receives and disburses all monies in accordance with the bylaws and the approved budget; responsible for the bank account and all transactions; prepares monthly reports and presents reports at PTSA meetings; and, prepare reports for and file annual tax return.

Suggested Qualifications for all officers:

Knowledgeable about and adheres to the Purposes and basic policies of PTA. Knows parliamentary procedure. Experienced in PTA or other organizational work. Has a sense of just and fairness. Exhibits enthusiasm for PTA. ***Willingness to make PTA a high priority for his/her schedule relative to the responsibilities and duties of the position.***

If you are interested in being nominated for an officer position, please fill in the nomination form and return to the **Nominating Committee Chairperson, Dr. Nikita Patterson at nikitadp@gmail.com, by April 5, 2017.**