



PEARLS PTA NOMINATING COMMITTEE

The PEARLS PTA is seeking nominations for Officers for the **2025-2026** school year.

A Nominating Committee was formed at the March 6, 2025 Executive Board PTA meeting. It is the responsibility of this Committee to nominate the best-qualified candidate for each office. To do this, we need your help. If you are interested in serving as an officer of the PTA or know someone who is interested, please indicate this here.

Nominees should be familiar with, or willing to become familiar with, PTA goals, policies, and procedures. It is important that potential candidates work well with others, and they **must be PTA members who have served at least one year as a committee chair**. Please nominate one person per position.

The six Executive Committee elected positions are listed below (see page 2 for a brief description of duties). Each officer is elected for a 1-year term and, if elected to do so, may serve for a second term. **All positions are open for nominations.**

Nominations must be submitted by **Friday May 9th**. The slate of officers will be sent out shortly thereafter. Elections will be held at the June General PTA Membership/Executive Board meeting.

Nominations may be submitted using this flyer in an envelope marked "**Nominating Committee**", emailed to **pearlsnominating@gmail.com** with the subject line "**Nominating Committee**", or submitted online at <https://forms.gle/EXEn7QK7JX1wrtbB6> no later than **May 9th**.

Please Consider:

<u>Name</u>	<u>Elected Position</u>	Incumbent
_____	President	
_____	1st Vice President	
_____	2nd Vice President	Dahiana Guzman
_____	Corresponding Secretary	
_____	Recording Secretary	Jennifer Stern
_____	Treasurer	

Your Name: _____ Your Phone Number: _____

Your Child's Name: _____ Grade: _____



From: The PTA Nominating Committee

Subject: Elected Position Descriptions

The PTA Nominating Committee needs to be assured that all prospective candidates are aware of the responsibilities of the position they are interested in.

The following is a brief outline of the duties and responsibilities of each elected PTA office. A more detailed description may be found in the PTA Bylaws. (Please note the responsibilities are not limited and may be expanded due to the scope of our association and school program.)

PRESIDENT

- Preside at all meetings of the association, executive board and executive committee
- Confer with executive committee in making plans for the unit/council
- Appoint a parliamentarian, and chairpersons of standing and special committees per Bylaws
- Represent the unit at council and district meetings and at convention (or appoint an alternate)

1st VICE PRESIDENT

- Act as aide to the president; represent the president upon request
- Oversee "Educational Standing Committees":
Membership, Board of Education Representative, PTA Council Delegate, Health and Safety, Speaker Coordinator

2nd VICE PRESIDENT

- Act as aide to the president; represent the president upon request
- Oversee "Organizational Standing Committees":
Bylaws & Procedures, Fundraising, Hospitality

CORRESPONDING SECRETARY

- Conduct the correspondence of the association under the direction of the president
- Send notices of all meeting as required
- Process all correspondence pertaining to the work of the unit (letters of condolences, congratulations)
- Arrange for gifts/flowers (Holiday staff gifts, School Nurse Day)
- Obtain all permits for general meetings, executive board meetings and all special events

RECORDING SECRETARY

- Record minutes of all meetings
- Maintain a permanent file of the minutes, committee reports, and records pertaining to the work of the association
- Help the president set the executive board meeting agendas

TREASURER

- Have custody of all funds of the association
- Keep a full and accurate account of funds of the association
- Make disbursements as authorized by the president and executive board in accordance with the budget adopted by the association
- Present a financial statement at every meeting of the association