

# Rolling Hills PTA

Dear RH PTA members:

Would you or someone you know like to be a part of the 2019-2020 Executive Committee? The Nominating Committee will present the proposed slate of nominees for a vote at our April 16<sup>th</sup> PTA meeting. We are in need of nominees for each position.

**President/Co-Presidents:** Oversees all PTA positions, committees and activities, works very closely with Mrs. Santarpia, consults with RH Staff and attends various meetings with Dr. James, School Board members and the PTA Council.

**First Vice President:** Oversees all fundraising committees. These include the Fall Fundraiser, RHINGO, Pie Sale, Holiday Boutique, Sweetheart Dance, Book Fairs, Plant Sale, School Tool Kit, etc.

**Second Vice President:** Oversees all non-fundraising committees. This includes After School Workshops, Birthday Board, Class Parents, Directory, Fall Festival, Family Fitness, Field Day, Kindergarten Orientation, Picture Day, PIR, 2<sup>nd</sup> Grade Moving up, SEPTA, Staff Appreciation, etc.

**Treasurer:** Responsible for maintaining the finances of the PTA including compiling the budget, logging all expenses and income, depositing all PTA proceeds and writing checks for PTA expenses. The treasurer is responsible for verifying and paying reimbursement requests, ensuring that each committee is staying within budget and that the yearly tax return is prepared and filed.

**Recording Secretary:** Responsible for taking the minutes at each PTA meeting and submitting them to the President(s) and VP's.

**Corresponding Secretary:** Maintains communications with those outside the entity, for example letters addressed to the PTA. They should also keep an accurate record of all notes, fliers, and school information presented on backpack mail and/or the school and PTA. At times they may also be responsible for sending notifications via email and Facebook to the PTA.

You can be nominated or can nominate yourself. All nominations need to be in writing and sent in to the Nominating Committee Chair by the date noted below.

In your nomination letter or email it would be helpful to let the committee know:

- Why the candidate would be a good fit for the position
- Any qualities that make this person a great candidate
- If the candidate is willing to take on an alternate position if needed
- Contact information for the candidate

All nominations must be "signed" - meaning no anonymous nominations can be accepted- and will remain confidential. If anyone would like to "run from the floor" at the April meeting, the Chairperson must be notified at least two business days prior to that meeting.

*The goal of the executive committee is to be a team - to work together and communicate with ease - to help each other out whenever possible. No matter what position you may hold, it's a valuable one. Being part of the executive committee is for anyone who wants to have some fun while helping out Rolling Hills and, most importantly, the children who attend Rolling Hills...not just now, but for years to come.*

Please send all nominations through email to Danielle Gatto LMOF612@gmail.com. All nominations are due no later than April 5<sup>th</sup>.

Thank you in advance for considering being a part of the RH PTA 2019-2020 Executive Committee!

*The RH PTA Nominating Committee*