



**HOLLYWOOD HILLS ELEMENTARY SCHOOL PTA
NOMINATION FORM**

PTA is the World's Largest Children's advocate groups. We need your help in electing our PTA Executive Board for the 2018-19 school year.

If you are interested in serving on the Executive Board or want to nominate someone, please complete the information below and place this form in the PTA mailbox IN THE FRONT OFFICE no later than March 22. Nominees should exhibit a willingness to serve.

I would like to nominate the following individuals to serve for 2018-19:

Your Name: _____ **Telephone No:** _____

Email: _____

Position	Person Being Nominated	Telephone	Email
President			
1 st Vice President, Community Relations / Ways and Means			
Programs Vice President			
Membership Vice President			
Treasurer			
Recording Secretary			
Corresponding Secretary			

If you are a school board employee, please read Policy 3.1, Policy 6206, and Bulletin I-101 to comply with the rules and regulations of Broward County School Board.

We appreciate your support! If you have any question, please contact us at [**HHEPTA@YAHOO.COM**](mailto:HHEPTA@YAHOO.COM).

A Nominating Committee has been formed; this committee will be tasked with presenting a slate of officers at the General Meeting on April 11th at 6pm. More information about the election process and procedures can be found at www.pta.org. In the search field, enter "PTA bylaws and overview sheet".

DUTIES OF OFFICERS

Section 1. The **President** shall preside at all meetings of the Association, the Executive Committee and the Executive Board at which the President may be present; and shall perform such other duties as may be prescribed in the Bylaws or assigned by the Association or Executive Board; and shall coordinate the work of the officers and committees of the Association in order that the Purposes may be promoted.

Section 2. The **Vice President** shall act as aide to the President and shall perform the duties of the President in the absence or disability of that officer to act.

Section 3. The **Recording Secretary** shall record the minutes of all meetings of the Association and the Executive Committee and board and shall perform such duties as may be delegated.

Section 4. The **Corresponding Secretary** shall prepare all written communications as directed by the Association or by the Executive Board and shall perform such other duties as may be delegated.

Section 5. The **Treasurer** shall have custody of all of the funds of the PTA; shall keep a full and accurate amount of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the Association. Three signatures should be on file at the bank, with two signatures required on all PTA checks. The Treasurer shall present a financial statement at every meeting and other times when requested by the Executive Board and shall make a full report at the annual meeting. The Treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of Article XIII, Section 3, of the Bylaws. The Treasurer's accounts shall be examined annually by an auditor or an Audit Committee of not less than three members who, satisfied that the Treasurer's annual report is correct, shall sign a statement of fact at the end of the report. The Audit Committee shall be appointed by the Executive Board. The committee's report shall be given at the next regular meeting after the audit is completed.

Section 6. All officers shall:

- A. Perform the duties prescribed in the Bylaws and by the parliamentary authority adopted by this Association.
- B. Deliver to their successors all official material not later than ten days following the end of the school year.

****Nominations will also be taken from the floor****

Please visit your HHE PTA website for a detailed description of all the Executive Board Positions and their responsibilities at :

<http://www.hhepta.ch2v.com/content.asp?PageID=30>