

## **BVEC-PTA EXECUTIVE BOARD NOMINATIONS 2018-2019**

If you are interested or would like to nominate someone you think would be a great candidate for the Blue Valley Early Childhood PTA, please complete the form below. Nominees will be contacted by the nominating committee to verify their interest and may decline their nomination, if so inclined. The nominating committee will present a slate of officers-elect at the BVEC-PTA Executive Board Meeting in May. **The deadline for submission is May 18, 2018.**

The following is a description of each position:

### **President: open**

Serve as principal executive officer of the organization. Sets the agenda for regular monthly board meetings. Supervise and coordinates the work of the Executive Board officers and committees of the organization. Preside and participate at all executive and membership meetings. Perform delegated duties as written in the BVEC-PTA Bylaws. Works closely with the following: Hilltop principal, Hilltop principal's administrative assistant, Hilltop receptionist, PAT director, PAT director's administrative assistant, all board members, and others. Helps set the PTA calendar with the Principal, PAT director, and the executive board.

### **Vice President of Preschool: open**

Coordinates and oversees the committees under Vice-President of Preschool. Perform delegated duties as written in the BVEC-PTA Bylaws. Oversees the following committees: Trunk or Treat, Room Parents, Picture Day, Yearbook, and Hilltop Appreciation Week. Works closely with the executive board, Hilltop principal, administrative assistant and receptionist; along with, the coordinators for each committee under the Vice-President of Preschool.

### **Vice President of PAT: open**

Coordinates and oversees the committees under Vice-President of PAT which are the following: Field Trip Coordinator, Playgroup Coordinator, and Preschool Fair Coordinator. Perform delegated duties as written in the BVEC-PTA Bylaws. Works closely with the executive board, PAT director, and administrative assistant and PAT liaison.

### **Secretary: open**

Record detailed minutes of the proceedings of all Executive Board and membership meetings. Take attendance and keep a roster of all members and voting members attending each Executive Board meeting. Conduct correspondence and mailing duties as written in the BVEC-PTA bylaws. Oversee

committees: public relations & newsletter. Distribute minutes to board members and post on the website. Works closely with all executive board members.

**Receiving Treasurer and Membership (2yr position) - open**

Check PTA mailbox regularly for payments, take deposits to the bank, enter transactions in QuickBooks, & maintain a list of paid members. Duties to be split between treasurers: reconcile QuickBooks against the monthly bank statement (QuickBooks report), prepare a monthly budget (QuickBooks or Excel report), Renew insurance annually, prepare and file 990 with IRS annually by November 15, prepare and file 1099s with IRS annually by January 31 (as needed), & coordinate yearly audit. Perform delegated duties as written in the BVEC-PTA bylaws. Works closely with all executive board members, Hilltop principal, and PAT director.

**Disbursement Treasurer (2yr position) – open**

Check the PTA mailbox regularly for bills, pay bills, enter transactions in QuickBooks, send new member information and dues to state PTA. Duties to be split between treasurers: reconcile QuickBooks against the monthly bank statement (QuickBooks report), prepare a monthly budget (QuickBooks or Excel report), Renew insurance annually, prepare and file 990 with IRS annually by November 15, prepare and file 1099s with IRS annually by January 31 (as needed), & coordinate yearly audit. Perform delegated duties as written in the BVEC-PTA bylaws. Works closely with all executive board members, Hilltop principal, and PAT director.

**Fundraising: open**

Lead for all fundraising efforts of the PTA including book fair, art card day, Shutterfly storefront, family calling cards, and restaurant fundraisers. Recruit volunteers from field trips, play groups and other Parents as Teachers and PTA events using sign-up genius. Works closely with PTA Newsletter Coordinator, Hilltop Principal, Kendall Burr and Parents as Teachers Director, Michelle Kelly and Social Media Coordinator and Educator, Melissa Ely to include our fundraising opportunities in all newsletter correspondence to families. Currently holds administrator role for our Blue Valley Early Childhood PTA Closed Facebook page to periodically post these opportunities.

Name of interested/nominated candidate: \_\_\_\_\_

Phone and email: \_\_\_\_\_

Position of interest/nomination: \_\_\_\_\_

**Please complete the above information, place in an envelope labeled PTO NOMINATING COMMITTEE and return to Hilltop Learning Center by May 18, 2018. Two year positions are also open for re-election and nominations.**

