

ATTENTION ALL PARENTS, TEACHERS & ADMINISTRATORS

Urban Choice PTA is looking for individuals who are interested in becoming an officer of the Urban Choice PTA.

Please Note: We need to fill these positions in order to continue the PTA next school year.

You can nominate yourself and/or another person. We are filling the positions of **President, Vice President, Treasurer and Secretary**. These positions will serve from July 1, 2014 until June 30, 2015. **The deadline for nominations is April 19, 2014.** If you are interested, please fill out form below. **Please note:** You do not need to be a member of the PTA to run for office but you will need to become a member to hold office if elected.

Here are brief descriptions of duties of each officer:

Co-President: Oversees all PTA meetings and planning. In charge of overseeing fundraising, clothing sales and event planning. Point person for all PTA information from Region, State and National PTAs.

Vice President: Assists the Co-Presidents in whatever way possible. May oversee committee chairs or other duties assigned by the Co-President.

Treasurer: Oversees and maintains all financial records of the PTA. Conducts monthly bank reconciliations and maintains the PTA budget.

Secretary: Maintains all written records of the PTA. Keeps minutes at each PTA and Executive Board meeting.

VOTING WILL TAKE PLACE AT THE ANNUAL PTA MEETING on MAY 3rd at 10am right after the Parent Forum.

All members of the PTA can vote.

You may only vote in person on this date for officers, so please join us!

(Please return to PTA Mailbox)

Name: _____

YES! I would like to run for a PTA Officer.

Co-President Vice President Treasurer Secretary

Best way to contact me is by _____ phone _____ e-mail _____ mail via child

I am a Parent Teacher/Staff

If you're a Parent: Child's Name/Teacher _____

Phone number: _____

E-mail: _____