

Odessa Kilpatrick Elementary PTA
Nomination and Committee Interest Form
Due February 16th, 2018

Dear OKE Parents, Volunteers, and PTA Members:

The OKE Nominating Committee is conducting a search to find parents who would like to assume a leadership role on our 2018-2019 PTA Executive Board and make a difference!

The Nominating Committee is interested in your suggestions for officer candidates to serve for the 2018-2019 school year. This is a great way to make an invaluable contribution to the children at Kilpatrick Elementary. There are many different positions available, so please consider serving on the Board. If you or someone you know is interested in serving in one of the officer positions listed below, please fill out the form and return it by Friday, February 16th, 2018. The committee will contact all nominees. Feel free to make as many nominations as you wish. Be sure to nominate only those who have given their consent to serve if elected. All nominees being considered for office must be PTA members in good standing.

Please refer to the back of this letter for a complete list of officer descriptions and duties. Also included on the back of this letter is a list of PTA committees and other appointed positions. Please circle any committees you would be interested in serving on or chairing.

Should you have any questions please contact, Juliane Henneberger, Nominating Chair, at juhenneberger@yahoo.de

Thank you for your continued support and consideration!
OKE PTA Nomination Committee

Nomination Form OKE PTA
Deadline: Friday, February 16th, 2018

Please circle (you may circle more than one)

President	4 th VP - VIPS
1 st VP – Programs	5 th - VP Community Outreach
2 nd VP – Membership	Secretary
3 rd VP – Fundraising	Treasurer

Nominee's Name: _____ **Best Contact #:** _____

E-mail Address: _____

Children attending Kilpatrick in 2018-2019:

Grade:

Teacher:

(continues on back)

Other Appointed Positions and Standing PTA Committees

Please Circle any committees you are interested in serving on or chairing

Art Class Coordinator	Health Chair	Music Class Coordinator	VIPS Assistant
Aussie Auction Chair	Historian	Partners in Education Liaison	Watch Dog Coordinator
Beautification Chair	Homeroom Coordinator	PR & Communication Chair	Website Coordinator
Bonzer Bash Chair	Hospitality Chair	Reflections Chair	Winter Wonderland Chair
Bulletin Board Chair	International Night Chair	Sister School Chair	Wish List Coordinator
Council Delegate	Junior Achievement Liaison	School Store Chair	Workroom Coordinator
Eureka Coordinator	Legislative Liaison	School Supplies Chair	Yearbook Chair
Father-Daughter Dance Chair	Library Liaison	Special Buddies Chair	Yearbook Coordinator
5th Grade Party Coordinator	Meet The Teacher Night Chair	Spirit Sticks Chair	Youth Protection Chair
Fundraising Coordinator	Mother-Son-Game Night Chair	Spirit Wear Chair	

Name: _____

Best Contact #: _____ E-mail: _____

Note: The Nominating Committee is only responsible for filling the officer positions listed. A nomination does not guarantee the position as an officer, each candidate will be carefully considered for the office he/she is being nominated for. All suggestions are confidential.

Officer Descriptions and Duties

Each term is for one year; however a person may serve two consecutive terms in the same position. A procedural notebook is provided for every board position. Executive Board meetings are once a month with other duties performed as needed. All officers shall complete the Texas PTA Leadership Orientation.

President - Presides over all PTA meetings. Coordinates work of officers and committees. Is a member of all committees except Nominating and Audit Committees. Authorized to sign on bank accounts. Attends monthly local, council, VIPS, and presidents' meetings. Should attend LAUNCH, and Texas PTA Convention.

1st Vice President, Programs – Responsible for PTA sponsored programs. Aide to the president. Performs other duties as assigned by the president or the association. May be called upon to preside as the president if position is vacated for any reason, until the board can elect a replacement. Authorized to sign on bank accounts.

2nd Vice President, Membership – Responsible for PTA membership drive. Authorized to sign on bank accounts.

3rd Vice President, Fundraising – Responsible for PTA fundraising.

4th Vice President, VIPS – Responsible for volunteer coordination.

5th Vice President, Community Outreach – Responsible for successful implementation and coordination of community events.

ALL Vice Presidents - Preside over meetings in the president's absence (in designated order). Perform other duties assigned by the president or the association.

Treasurer – Responsible for all funds of the association and maintaining and keeping accurate books and records. Chairs the Budget Committee. Authorized to sign on bank accounts. Presents financial reports, both written and verbal, at all meetings. Performs other duties assigned by the president or the association.

Secretary – Responsible for recording minutes of the association and keeping accurate records of all official work of the association. Performs other duties assigned by the president or the association.