



# Jacob L. Adams PTA

## Nominations Form 2012

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Jacob L. Adams PTA Board is looking for dedicated volunteers to serve on the Executive Committee. The elected Executive Committee consists of five voting officers. Executive Committee officers are expected to attend PTA meetings and a board meetings each school year. The nominating committee will be reviewing these forms and contacting those interested individuals. Below is a list of the elected positions. There are numerous committee chairs that are appointed later by the Executive Board. Please complete this form and return it to Cynthia Parker or Audra Noble Wilkins no later than **Monday, April 2, 2012**. After, we hear from you, the nominating committee will contact you to discuss your interest.

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**Please check the elected position you are interested and submit to Nominations Chair Cynthia Parker or Audra Noble Wilkins.**

- \_\_\_\_\_ **President:** Presides at board/general meetings and other Board activities. Computer knowledge important: Word, Excel and access to email is essential. Comfortable speaking in public. Responsibilities include: coordinating board and general membership meetings, working with the school administrations. Coordinating with Committee Chairs and the Executive Board. Attend District and State meetings as well as Annual Conference, winter, spring and fall boards. Prior experience maybe helpfull.
  
- \_\_\_\_\_ **Vice-President:** Responsible for assisting the President. Works with the bylaws committee chair to ensure bylaws for local unit and councils are up to date. Computer Skills: Word; Excel or equivalent is helpful; access to e-mail is essential.
  
- \_\_\_\_\_ **2<sup>nd</sup> Assistant:** Responsible for assisting the President/Vice President. Works with local units on membership including following up on VA PTA and Local dues. Word; Excel or equivalent is helpful; access to e-mail is essential.
  
- \_\_\_\_\_ **Secretary:** Responsible for maintaining the minutes of the General Membership and Board meetings; Knowledge of Microsoft Word, access to e-mail is essential. Time commitment - must attend all board and general membership meetings. Other duties include writing and emailing minutes, maintaining the official "file", etc.
  
- \_\_\_\_\_ **Treasurer:** Responsible for maintaining the financial records. Responsible for working with local unit to ensure that audits are conducted and the IRS 990 forms are submitted. Being a former treasurer would be very helpful. Knowledge of Excel and Word. access to email.

**Please fill out the information below:**

**Forms must be returned to Nominating committee by Monday, April 2, 2012.**



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**Nominee's Name:** \_\_\_\_\_

**Council/Local unit:** \_\_\_\_\_

**Telephone Number:**

**Email Address:**

**Please list any prior experience.(optional)**

If you have any questions, please email or call Nominating Chairperson: Cynthia Parker at [jacobadamspta@gmail.com](mailto:jacobadamspta@gmail.com)

**Forms can be dropped off at the school's Main office – Attn: Mrs. Parker**