HIGHLAND OAKS PTSA - Officer Nominations

In early January, the Nominating Committee will be considering people to elect for next year's HOPTSA Officers. Listed below are the offices and job descriptions that will need to be filled. **Please write in your own name and/or the name(s) of others** you would like the Nominating Committee to consider. There are many "entry level" positions available and we would like to see some new faces and names on the board next year. We need and value your input as we don't want to overlook anyone! Thank you!

President:

Oversees all HOPTSA activities and serves as the representative for HOPTSA.

Executive Vice President:

Provides support to the president and acts as Procedure Book Chairman.

1st VP: Communication:

Coordinates either the weekly newsletter (Hawk Talk), HOPTSA.com or HOPTSA list serve. Works with chairpersons, local news organizations and district personnel to publicize Highland Oaks' activities and events throughout the year.

2nd VP: Ways & Means:

Supports all HOPTSA fund-raisers, chairs fall fundraiser, coordinates corporate sponsorships and may initiate new fundraisers. Also, is responsible for researching potential new fundraisers.

3rd VP: Room Representative:

Recruits the room representatives. Provides initial training and communications throughout the year.

Recording Secretary:

Takes minutes at all HOPTSA meetings and distributes them.

Corresponding Secretary:

Writes and sends all appropriate correspondence for HOPTSA. Reads correspondence at meetings.

Treasurer:

Oversees all financial issues for HOPTSA. Responsibilities may include cash disbursements, budget planning, financial reporting and bookkeeping.

Financial Secretary:

Collects and deposits all funds for HOPTSA. Needs to be available for events where money is collected. Maintains a record or log of all deposits.

Auditor:

Conducts an audit of the financial records twice a year.

Historian:

Keeps track of all volunteer hours and compiles a historian book with flyers and photos from events throughout the year.

All completed forms should be returned by Thursday, January 12, 2012. Forms should be returned to the Parliamentarian folder located in the PTSA closet in the hall entering the workroom. ***All forms are strictly confidential.***

Questions:	**Parliamentarian**:	Lori Gamez, 4gamezcl@gmail.com
	Nominating Committee:	Karyn Chien, karynchien@gmail.com
		Maita Frame, maita_c@yahoo.com
		Kathryn Eamranond, katder@yahoo.com
		Monique Homan, mhoman@ausd.net
		Abbigale McMahon, abmcmahon@verizon.net
	Alternates:	Angela Ryan or Shazi Shaikh

Submitted by:
Present Position(s):
Positions you'd like to repeat:
Possible replacement for your present position: