**Nomination Form**

**Indian Prairie Special Needs PTA**

**Board Positions**

**IPSN PTA 2017-2018 Nomination Form**

The IPSN PTA Nominating Committee is now accepting nominations for the following Executive Officer positions for next year’s PTA Executive Committee. Please use this form to nominate yourself or a PTA member to the Executive Board.

Please complete this form and email it to [ipsnpta@gmail.com](mailto:ipsnpta@gmail.com)

**Nomination Deadline: May 16th**

**Date of Vote: May 18th**

**Candidates are being sought for the following elected positions:**

President

First Vice President

Second Vice President

Treasurer

Recording Secretary

Corresponding Secretary

Special Needs Liaison Chair

*Please see position descriptions on second page of this document.*

**Nominee:**

**Position:**

**Telephone Number:**

**Email address:**

**Qualifications or experience: please list any experience or personal qualities that would lend itself to the position (please note previous PTA board experience is not required):**

**Name of Person making nomination:**

**If not self, is the Nominee aware, available to fulfill all duties of the role and willing to serve?**

**Home school or school of child’s placement:**

**Roles of the Officers of IPSN PTA:**

**President:** The president is the presiding officer and the official representative of the entire IPSN PTA association. The president collaborates with the IPSN PTA Executive Board, special needs liaisons, school principals, district PTA presidents and school board members to develop strategic and tactical plans for the IPSN PTA. Manages the affairs of the IPSN PTA on a daily basis and supervises the Executive Board and all IPSN PTA activities. Responsible for chairing all IPSN PTA meetings, board meetings, committee meetings and any other adhoc meetings. Maintains IPSN PTA website. Makes contact and ensures inclusion of Superintendent and Assistant regarding meetings and events.

**1st Vice President**: Responsible for ensuring IPSN PTA by-laws are followed and updated as necessary. The first vice president is responsible for conducting all meetings in the absence of the president. Is responsible for all tasks assigned by the president and assists with other IPSN PTA sponsored events. Responsible for boosting awareness and membership.

**2nd Vice President**: Responsible for the Ways and Means. Determines and coordinates all fundraising efforts. The second vice president is responsible for taking the minutes of meetings in the absence of the recording secretary, assists with other IPSN PTA sponsored events and any other tasks assigned by the president. Responsible for boosting awareness and membership.

**Treasurer**: The treasurer is responsible for the IPSN PTA budget; assists with Ways and Means, disbursement and receipt of monies, itemizes expenditures, reconciles accounts, and writes checks and deposits. Prepares reports and presents them at general and executive board meetings. Prepares and completes the yearly audit along with the president and executive board members. Maintains insurance, processes teachers grants, prepares and files taxes, processes membership dues, renews non-profit status, and pays national PTA registration fees.

**Recording Secretary**: Responsible for taking minutes and recording all business transacted during all general, executive committee and executive board meetings. The recording secretary is responsible for booking meeting rooms and locations and creating agendas for all meetings and IPSN PTA sponsored events. Reviews presentation content along with the executive board prior to each event to ensure the intended message is being delivered to IPSN PTA members. Monitors, creates posts and updates the IPSN PTA FB page. Supplies President with meeting notes and updates to add to website.

**Corresponding Secretary:** Responsible for creating event flyers, extended school year brochure, posting on the IPSN PTA FB page, creating Eventbrite invitations for events and monitoring event attendance, creating awareness for IPSN PTA via social media, newsletters and events.Works with first vice president and second vice president on ways to increase awareness to boost membership.

**Special Needs Liaison Chair:** Responsible for finding volunteer liaisons at all schools in District 204, ensuring communications are cascaded on a timely basis and working with the district to ensure inclusion of our information in school newsletters, the district e-folder, registration packets, etc.