PTA ELECTIONS

It’s time to start the very important election process for LRES PTA Officers for the 2014-2015 school year. We have obtained a nominating committee and wish to give a special thanks to our volunteers! Their names are as follows: Estee D. LaClare (Nominating Committee Chair): elaclare2@verizon.net; Christy Kurutz (Committee member): bckurutz@msn.com; and Stefanie G. Shomali (Committee member): shomalis@verizon.net.

While the election process is simplistic, there are a few rules which must be followed to ensure a fair and open election. On the back of this flyer is a list of each position and the basic duties for each of these positions. All positions are open for nominations. We can have multiple nominations for each position. The only restriction is that you need to be a PTA Member to be nominated. Any PTA Member can nominate you. Please do not nominate someone who has not given permission to be nominated. If you are not a PTA Member, and wish to be nominated, you can join the LRES PTA to become a member.

Submit the nomination to our nominating committee Chair Estee LaClare at (elaclare2@verizon.net). The nominating committee shall nominate an eligible person for each office to be filled and report it’s nominees at the March 6th 7:00 p.m. PTA Meeting. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office. At the Election Meeting, additional nominations can be made from the floor.

Each nominee shall submit a Biography to the nominating committee Chair who will then create a list of all nominees. The nominee’s biographies will then be sent home, prior to the Election Meeting in April, so that the LRES PTA membership can have the opportunity to review the nominated candidates.

Officers shall be elected by ballot at the April 3rd PTA Meeting at 7:00 p.m. However, if there is but one nominee for office, election for that office may be conducted by voice vote. A majority of the votes cast shall constitute an official and valid election.

Duties of the new officers will start at the end of the May 1st PTA Meeting 7:00 p.m. The current Board will start the meeting and the new Board will be the active Board at the meeting’s conclusion. During the April to May officer transition period, elected officers will work with each other to ensure a smooth transition. All email LRE PTA email addresses, documents, and papers will be transferred to the new Board by the 3rd day after the May PTA Meeting.

In my experience, serving the PTA as the 1st VP the prior year as well as President this year has been a very rewarding experience. I have made new friends and have gotten to know so many wonderful people. Knowing that the time I have dedicated has helped my child’s school experience is priceless. This is the best way to really get involved in the school and I highly recommend serving at least one year on the PTA Board. We do work hard and there are always obstacles, but the rewards far out weight the work. I hope each person gives consideration to donating your time throughout the year. I am available to answer any questions that anyone might have with no strings attached.

Erin Campbell
PTA President
PresidentLREpta@gmail.com
President Duties:

- Preside over all meetings of the association & be a member of all committees; except the nominating committee.
- Works directly with the Administration, Teachers and Staff.
- Submit local unit officers’ form and verification of local unit’s employer ID.
- Coordinate the work of the officers and committees of the association, in order to ensure that the association’s purposes will be promoted.

1st Vice President Event/Activity Coordinator

- Act as an aide to the President and in their designated order; perform duties of the President in the absence or inability of that officer to act.
- Serve as the Event/Activities Coordinator, working with each Event/Activities Coordinator assisting as needed for each event and activity. As well as sending out requests and gathering volunteers needed for the Coordinators of each event/activity.
- Perform other delegated duties as assigned.

2nd Vice President of Fundraising

- Work with President & 1st VP for items and funds donated by local businesses for each event and activity.
- Develop new and maintain relationships with the local businesses.
- Correspond with Event/Activities Coordinators and Businesses providing Fundraising and donations for each event/activity.
- Perform other delegated duties as assigned.

Secretary

- Write and maintain PTA business-related correspondence.
- Write and maintain LRE PTA Newsletter (3-4 pages); President assists.
- Process, create and administer the PTA Membership Database.
- Create and post Meeting Agenda; President assists.
- Attend all meetings to take notes and post minutes of the meeting.
- Process and maintain PTA information on PTA website.

Treasurer

- Manage the funds of the association. Keep an accurate and detailed account of all monies received and paid out. Receive all monies for all accounts and deposit into bank. Pay by check all bills as authorized by the President, in accordance with the budget adopted by the association.
- Submit a financial report at regular meetings of the association. Be prepared to answer all questions promptly, and have the records available at the meeting. Remit state and National PTA dues by the due dates outlined in the bylaws.
- Assist with the membership chair and secretary to keep an accurate list of the PTA membership. Assist the President in preparing the annual budget for the association.
• Prepare an annual financial report. Assist in preparing the annual tax return (form 990) and filing form with the IRS and the state and national PTA. Have the accounts examined according to the auditing procedures outlined in the bylaws. Perform other duties as assigned.