



2018-2019 Board Openings

Hello Parents:

Cornerstone Elementary PTA Board Election's for the 2018-2019 school year are coming up!!! We have openings and need volunteers! Below are the positions that are open, and a brief description for each position. You must be a PTA member to apply for a position, and be able to meet at monthly board meetings, typically held on the 1st Monday of every month in the morning during school hours.

If you are interested please read the duties below, fill out the application, and email it to one or all of the nominating committee members below by **March 30, 2018**.

Nominating Committee for 2018-2019 Board Positions

Sara Narvacan – sarahall@movt.com

Ami Dharia – ami.dharia@yahoo.com

Ishita Roy – iroy29@gmail.com

The election will take place on April 27, 2018.

DUTIES OF OFFICERS

President:

The president shall:

- a. coordinate the work of the officers and committees of the association in order that the Purposes may be promoted;
- b. confirm that a quorum is present before conducting any business at any meeting of the association;
- c. preside at all meetings of the association, which include monthly board meetings and at least 4 general assembly meetings;
- d. appoint chairs of special committees, subject to approval of executive board;
- e. be authorized to sign on bank accounts as one of two required signatures on all checks;
- f. be authorized to sign contracts that have been approved by the executive board;
- g. be listed as the principal officer and be authorized to sign tax documents;
- h. confirm the executive board has reviewed and the membership has adopted the Texas PTA/PTSA Records Retention Policy annually;
- i. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each

bank statement;

j. file with the Council PTA secretary the names of delegates and alternates from this Local PTA by the first regular Council PTA meeting and no later than October 1. A Local PTA joining or making changes after October 1 shall submit any changes in writing prior to any regular meeting in order to be eligible to vote;

k. confirm that all executive board members are graduates of the current Texas PTA Leader Orientation or have completed the course by October 15 after the election;

l. send the names and addresses of the officers and chairs to the Texas PTA office by May 1 each year;

m. appoint the financial reconciliation committee, subject to the approval of the executive board;

n. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees;

o. file all required beginning of the year documentation with Fort Bend ISD by September 1;

and

p. ensure the board's communications and activities are approved by the school principle and all necessary paperwork regarding those activities is submitted to the principle and Fort Bend ISD.

Note: Newly-Elected President

The newly-elected president, within thirty (30) days after the election meeting, shall call a meeting of the newly-elected officers to:

a. appoint a parliamentarian, subject to the approval of the executive board;

b. appoint standing committee chairs, subject to the approval of the executive board; and

c. conduct any other business as shall become necessary.

Vice President

a. *First Vice President (Fundraising) shall:*

1. be the aide-to-the-president [and be in charge of fundraising programs and committees];

2. preside in the absence of the president (in their designated order);

3. attend monthly board meetings and the general assembly meetings (min. of 4 a year);

4. Attend a one time training seminar through the Texas PTA

b. *Second Vice President (VIPS) shall:*

1. be in charge of membership and VIPS activities; and

2. preside in the absence of the president (in their designated order);

3. attend monthly board meetings and the general assembly meetings (min. of 4 a year);

4. Attend a one time training seminar through the Texas PTA

Secretary:

The secretary shall:

a. record the minutes of all meetings of the association;

b. keep an accurate record of attendance at executive board meetings;

c. be responsible for correspondence;

d. collect and preserve documents relating the history of the association;

e. have a current copy of the bylaws;

f. maintain a list of the names of those who have completed the Texas PTA Leader Orientation with the dates each course was completed;

g. maintain the records retention policy;

- h. maintain the adopted ethics/conflict of interest policy as signed by the current executive board members;
- j. maintain a membership list, which shall not be released to outside interests.
- k. attend monthly board meetings and the general assembly meetings (min. of 4 a year);
- l. Attend a one time training seminar through the Texas PTA

Treasurer:

The treasurer shall:

- a. have custody of all the funds of the association;
- b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
- c. make disbursements in accordance with the budget adopted by the association;
- d. sign on bank accounts as one of two required signatures on all checks;
- e. present a financial report, both written and verbal, at every meeting of the Local PTA and as requested by the executive board or the association;
- f. make a full report at the annual meeting;
- g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 3 of these bylaws;
- h. complete and file all necessary tax documents; and
- i. present books to the financial reconciliation committee as requested;
- k. attend monthly board meetings and the general assembly meetings (min. of 4 a year);
- l. Attend a one time training seminar through the Texas PTA.

Cornerstone Elementary PTA Board Position Application – 2018-2019

Date: _____

Name: _____

Positions you are interested in applying for?

___ President

___ VP of Fundraising

___ VP of VIPS

___ Secretary

___ Treasurer

Grade of children enrolled:

1. _____

2. _____

3. _____

Are you currently an active PTA member? Yes ___ No ___

Have you volunteered for Cornerstone Elementary? Yes ___ No ___

Describes activities and frequency of volunteering:

Briefly explain why would you like to be on the PTA board?

Do you have a vision or changes and goals you would like to contribute to the CSE PTA? Yes ___ No ___

Do you understand the board role? Yes ___ No ___

Do you have the time to commit to the CSE PTA BOARD? Yes ___ No ___ .

- **How many hours a week are you willing to commit?**

- **Do you have any restrictions regarding your commitment/time?**

What is your experience related to this position in other organizations/work/or individual strengths applicable to position applying for?

Thank you for your interest and your dedication to the education and future of all our children!!