

2010-2011 PTSA Officer Suggestions

The Nominating Committee will be meeting in January to select a slate of officers for next year. The Committee needs your input regarding persons you feel are qualified for the various positions. Please complete this form. You may suggest more than one name per job. **All information is confidential.** If you are interested in serving, **please self-submit.**

PRESIDENT: Needs good “people” skills and organizational ability.

FIRST VICE PRESIDENT: Develops the PTSA calendar and assists the President in developing meetings. Also helps with Founders Day in late February.

SECOND VICE PRESIDENT: Membership chair.

THIRD VICE PRESIDENT: Ways and Means Chair – manages the SMHS PTSA eScrip and advises all fundraising teams.

PARENT PARTY CHAIRMEN (1 – Business & 1- Creative):

SPECIAL EVENTS CHAIRMEN-GOLF TOURNAMENT (1 – Business & 1- Creative):

FOURTH VICE PRESIDENT: Grad Night Chair + 1-Business, 1-Creative, 1-Entertainment:

RECORDING SECRETARY: takes minutes of all meetings. Word processing skills.

CORRESPONDING SECRETARY: sends out all meeting notices, helps address installation invitations and sends/receives PTSA correspondence.

TREASURER: Keeps all financial records, pays all bills and makes monthly reports.

AUDITOR: Responsible for semi-annual audits of all PTSA activities.

HISTORIAN: keeps record of all volunteer hours served. Oversees PTSA awards and assists with Founder’s Day.

Please send this form or email me with your suggestions to:

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