**Clawson Middle School PTA**

**Officer Nomination Process**

Nominations for the offices of President, Vice President and Treasurer are accepted at any time during the school year, but especially at the February and March meetings. Descriptions of these positions are below.

If you would like to be nominated, or vote in the election, you must attend two consecutive PTA meetings and be a PTA member. See the schedule of PTA meetings for dates. They all take place at 6:30 p.m. in the CMS Media Center. You can also nominate someone else by attending a meeting or submitting your nomination in writing. There is a PTA mailbox in the school office.

Elections are scheduled to take place at the April meeting. Officers would then assume office at the end of the May meeting. If you have any questions, please contact any current PTA officer.

**PTA President duties:**

a. prepares the agenda for, and presides over, all PTA meetings

b. performs other duties as described in the bylaws or assigned by the PTA

c. is a member ex officio of all committees

d. coordinates the work of the officers and committees in order that the PTA objectives are promoted

e. attends meetings called by the Council, when in membership with Council

f. in the event of consolidation, change of name, or disbandment of the PTA, notifies the Michigan PTSA

**PTA Vice President duties:**

a. acts as aide to the president

b. performs the duties of the president in the absence or inability of that officer to serve

**PTA Secretary duties:**

a. keeps an accurate record of the minutes of all meetings

b. has a current copy of the bylaws

c. maintains a membership list

d. performs other delegated duties as assigned

e. conducts the correspondence delegated

f. immediately following elections, sends the name and address of the newly elected President to the Michigan PTSA office

**PTA Treasurer duties.**

a. keeps a full and accurate account of receipts and expenditures

b. makes the disbursements as authorized by the president, executive board or PTA in accordance with the budget adopted by the PTA

c. has checks or vouchers signed by two persons, the treasurer and one other person

d. presents a financial statement at every meeting and at other times when requested by the executive board

e. makes a full report at the meeting at which new officers officially assume their duties

f. keeps the record of the National and State portions of the membership dues separate from the record of the general funds of the local unit, as provided by the bylaws

g. submits the books annually for an audit by an auditing committee selected by the executive board at least two weeks before the meeting at which new officers assume duties

h. forwards the $25 unit dues to the Michigan PTSA office on or before June 1 of each fiscal year

i. forwards National and State monies to the Michigan PTSA office on a monthly basis by the 28th of each month

j. submits copies of the annual audit and budget to the MPTSA state office by February 28