



## **PTSA Officer Nominations Now Being Accepted**

Perry Hall High School PTSA's board of directors recently selected its Nominating Committee. The Nominating Committee is responsible for identifying officer candidates for the following school year. Any Perry Hall High School PTSA member is eligible to serve as an officer. **You need not have been active in the PTSA or the school in the past to be nominated as a PTSA officer. Parents, guardians, grandparents, faculty, staff and community members all can be candidates.**

Per Perry Hall High School PTSA's bylaws, this PTSA has five officers, all of whom are elected to a one-year term. The term begins on July 1 and concludes on June 30 of the following year. **A description of the responsibilities associated with each position can be found on the next page. If you are interested in nominating yourself or someone else, please send an e-mail to [Nominating@phhsptsa.org](mailto:Nominating@phhsptsa.org), or contact one of the members of the Nominating Committee named below by the preliminary nomination deadline of Friday, April 19, 2019.**

**Perry Hall High School PTSA seeks nominees for these positions:**

- President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- Treasurer
- Secretary

**Perry Hall High School PTSA's Nominating Committee is:**

Shannon Ruddock, Amy Funk-Hines and Lisa Payne

**[Nominating@phhsptsa.org](mailto:Nominating@phhsptsa.org)**

*This organization and its materials are not affiliated with, sponsored by, or endorsed by Baltimore County Public Schools, the Superintendent, or this Baltimore County public school or office.*

## **Duties of the PHHS PTSA Officers as listed in the PTSA's Bylaws**

### **The President shall:**

- Preside at all meetings of this local PTSA, the board of directors, and the executive committee
- Coordinate the work of the officers and committees of this local PTSA in order that the purposes of the organization may be promoted
- Be a member *ex officio* of all committees except the nominating committee
- Perform such other duties as may be prescribed in the bylaws or assigned by this local PTSA or by the board of directors
- Review bank statements monthly and initial
- Represent this PTSA at all council meetings or send an alternate

### **The Vice Presidents shall:**

- Act as aide(s) to the president
- In their designated order, perform the duties of the president in the absence or inability of that officer to serve
- Perform such other duties as may be prescribed in the bylaws or assigned by this local PTSA or by the board of directors

### **The Treasurer shall:**

- Have custody of all funds of this local PTSA
- Keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month
- Make disbursements as authorized by the president or board of directors of this local PTSA in accordance with the budget adopted
- Present a written financial statement at every meeting of the executive committee, the board of directors, the general membership and at other times when requested by the board
- Make a full report before the newly elected officers officially assume their duties
- Be responsible for the maintenance of such books of account and records as to conform to the requirements of the organizational bylaws
- Be responsible for preparing and filing all necessary tax forms and submitting a copy to the Maryland PTSA office within thirty days of filing
- Have the accounts examined at the close of the fiscal year and upon change of treasurer by an auditor or an auditing committee

### **The Secretary shall:**

- Record the minutes of all meetings of this local PTSA
- Be prepared to read the minutes of the previous meeting
- File all the records
- Have a current copy of the bylaws
- Maintain a current membership list and perform such other duties as may be assigned by the PTSA board of directors