



River Ridge Middle School PTSA Officer Interest Form 2016-2017 School Year

It is that time!! The River Ridge Middle School PTA Nominating Committee is recruiting candidates to hold PTSA Executive Board Officer Positions for the 2016-2017 school year.

River Ridge Middle School PTSA is seeking nominations for six (6) PTA Executive Board Officers. We are looking for individuals who are willing to serve RRMS, staff and parents, while advocating and enriching the lives of children through the development of activities, programs and overall support for all educational, physical and social efforts.

A brief description of role responsibilities for each officer position is provided in the attached document. Remember, it is through the continued efforts of our PTSA community, especially our dedicated volunteers, that we are able to provide vital support for our children. The PTSA is new at RRMS, but is poised to be a pillar in the school. In order to continue our work and mission, we need great volunteers and leaders to accomplish important tasks. Easily said, we need you and the children need all of us!

If you or someone you know has an interest in serving as an Officer, please complete the form below, place it in a sealed envelope addressed to the **"PTA Nominating Committee,"** and return to the middle school front office. You may also e-mail any nominations to RiverRidgeMSPTSA@gmail.com. All information will be kept strictly confidential within the Nominating Committee.

The deadline for all nominations is Friday, April 29, 2016. The Nominating Committee will announce their slated nominations at a General Membership meeting scheduled for Wednesday, May 4, 2016 in the Media Center @ 5:45 PM. If multiple applicants are nominated for the same position, voting will take place at the beginning of the General Meeting. Please e-mail any questions to RiverRidgeMSPTSA@gmail.com.

Place a check mark under the position in which you are interested in being nominated, or would like to nominate someone else for. If you are interested in more than one position, please rank each position in the order of preference with "1" being the highest level of interest.

President	1 st Vice President	2 nd Vice President	Treasurer	Recording Secretary	Corresponding Secretary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Nominee Name: _____ Submitted By: _____

Nominee Address: _____

Nominee Phone: _____ Cell: _____ Email: _____

Nominee Child Name: _____ Grade/1st Period Teacher: _____



PTSA Officer Explanation of Positions

PRESIDENT

The president shall preside at all meetings of the Local PTSA and of the Executive Committee/Board. The President shall perform such other duties as prescribed in the PTA bylaws or assigned by the Local PTSA or by the Executive Committee/Board. The President shall coordinate the work of the Officers and Committees of this Local PTSA in order that the Objects may be promoted.

VICE PRESIDENTS (1st AND 2nd)

The Vice Presidents shall act as aides to the President and shall in their designated order perform the duties of the President should the president be absent or unable to serve.

RECORDING SECRETARY

The Recording Secretary shall record the minutes of all meetings of the PTSA and of the Executive Committee/Board. The Recording Secretary shall send the Annual Report of Local PTSA to the State Office of the Florida PTA and the President of the County Council; and perform such other duties as may be delegated to him/her.

CORRESPONDING SECRETARY

The Corresponding Secretary shall conduct the general correspondence of the organization as directed by the President, Executive Committee/Board, or this Local PTSA.

TREASURER

- The Treasurer shall have custody of all funds of the Local PTA; shall keep an accurate record of receipts and expenditures;
- Shall pay out local funds in accordance with the approved budget as authorized by this Local PTSA;
- The Treasurer shall be responsible for the maintenance of such books of accounts and records as confirmed and required by the PTA bylaws;
- The Treasurer will make disbursements as authorized by the President, Executive Board, or this Local PTSA in accordance with the budget adopted by this Local PTSA;
- The Treasurer shall present a financial statement of accounts at every meeting of the organization and at other times when requested by the Executive Committee/Board, and shall make a full report at the annual meeting;
- And, The Treasurer's account shall be examined annually or upon change of Officer, by an auditor or an Auditing Committee of not less than 3 members, who satisfied that the Treasurer's Annual Report is correct, shall sign a statement to the facts at the end of the report.



DUTIES OF THE EXECUTIVE BOARD

- To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- To approve the plans of work of the standing committees;
- To present a report at all regular meetings of this Local PTSA;
- To approve the appointment of an auditor or an Auditing Committee at least two weeks before the annual meeting to audit the Treasurer's accounts;
- To accept and submit to this Local PTSA for adoption a budget for the fiscal year; and
- To approve routine bills within the limits of the budget.

All interested parties must be an approved volunteer through Pasco County Schools. If you have not already, please complete the application and call Karen Tabone at 727-774-7000 to let her know you are a PTSA member and nominated for an Executive Board Member position for the 2016-2017 school year. Reminder, your application and approval is only valid during the school year applied.

VOLUNTEER APPLICATION: (Must be completed yearly)

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