

President: The president is responsible to preside at all meeting of the association, the executive board and the executive committee; is an ex-officio member of all committees with the exception of the nominating committee and audit committee; signs all legal documents of the association, including contracts; may appoint members to special committees as needed; carries out duties assigned by the association or board; delegates association work to other officers or board members as appropriate; coordinates the work of officers and committees in furtherance of the goals of the PTA; and completes necessary PTA training courses within six months of election. The president is the official spokesperson of the association, and represents the association at Council meetings, Region meetings, and state or national meetings as appropriate.

Vice President: The vice president serves as an aide to the president, performs the duties of the president in the absence or inability of that officer to serve, and carries out duties assigned by the president as requested. The PTA may determine other specific duties of the Vice President, such as chairman of a particular committee to create continuity.

Secretary: The Secretary records the minutes of all meetings, maintains a copy of the current bylaws, maintains a copy of the membership list in consultation with the Membership Chairman, conducts the correspondence of the association as directed, and carries out such other duties as may be delegated.

Treasurer: The treasurer receives all funds of the association, keeping accurate records of receipts and expenditures; places all funds in a depository approved by the board; pays out funds in accordance with an adopted and approved budget; presents a written financial report at each meeting of the association, the executive board and the executive committee; remits state and national portion of dues to the Illinois PTA according to the bylaws; provides all necessary materials to the audit committee at the conclusion of the fiscal year; is responsible for completing and submitting appropriate forms required by the Internal Revenue Service and/or Illinois Department of Revenue in accordance with established regulations; may not serve as a member of the audit committee; and must complete an official Illinois PTA financial workshop.

Any PTA training required is offered at various times throughout the year by the Illinois PTA and the Northwest Cook Region PTA.

I would like to be considered for the position of (_____) for the 2021-22 term of the ELC PTA. (If you would like to be considered for more than 1 position, please include that information)

Tell us a little about your interest in the position, including any previous PTA experience you may have. Signing and submitting this form indicates your consent to serve if nominated and elected.

Name: (Please print your name here, and sign below)

Contact Information:

Signature:

Received by Nominating Committee _____ (date)

Submit to: tazcubano@aol.com