



Hough High School 2016-17 PTSA Officer Nomination Form



Officers to serve on the 2016-2017 PTSA Board of Directors will be elected at the PTSA General Meeting on **Monday, May 16th at 6:00 pm in the Media Center**. A Nominating Committee has been formed to select a slate of officers to present before the PTSA for election. The Nominating Committee would like your input in recommending PTSA officers.

The Hough PTSA serves as a liaison between the Hough High School parents, students, teachers and administration. The PTSA supports many programs including the Homecoming festivities, the Reflections program, Advocacy Lunch and Learn events, staff appreciation and NC Graduation Project judging. We promote communication through our electronic newsletter, *Hough Howler* and other means. Donations to the Huskies Fund enabled the purchase of Chromebooks and books for the school as well as picnic tables so students can eat outside during lunch. We have a strong, goal oriented PTSA and we want to continue our forward momentum. Therefore, **it is fundamental to our PTSA organization that we fill these positions with interested and dedicated parents.** These officers will serve for a minimum of one year, with a two year maximum term. Brief descriptions of the officer positions are located on the back of this page.

If you are interested in one of these officer positions or know of someone who is worthy of nomination, **please complete the bottom portion of this letter and return it to the Hough front office no later than 2:15 pm Friday, April 29th or email it to one of the members of the Nominating Committee below.** If you are not interested in an officer position, but would like to **chair** a PTSA Committee, please review the committee list on the back page and check the box(es) of the committees that interest you. If you have any questions or need more information about any of these positions, please contact one of the Nominating Committee members listed below.

Thank you,
PTSA Nominating Committee

Anne Cathey annefcathey@gmail.com
 Stacy Lawrence stacy9108@gmail.com
 Lori Enstrom lgentrom@gmail.com

“Only those individuals who are PTSA members and who have signified their consent to serve if elected may be nominated by the Nominating Committee or by floor nomination if elected to such office” (from adopted NC PTA Uniform Bylaws.)

I would like to volunteer to serve in the position listed below or I would like to nominate the following person(s) to serve in the elected office listed below.

PTSA Officer position	Name of Nominee	Student’s Name & Grade 2016-2017	Phone Number
___ President	_____	_____	_____
___ VP Membership	_____	_____	_____
___ VP Fundraising	_____	_____	_____
___ Treasurer	_____	_____	_____
___ Secretary	_____	_____	_____

Your Name: _____

Phone # (s): _____

E-Mail: _____

Officer Duties:

President: Presides over Board of Director meetings and General PTSA meetings; Organizes agenda for meetings; Serves on the School Leadership Team (SLT); Organizes calendar of events; Works with the school's principal and PTSA treasurer regarding allocation of monies; responds to information requests from parents and staff.

VP Membership: Plans and conducts membership enrollment efforts. Maintains accurate membership record, receipts and forwards membership dues to the treasurer to send to the State PTA office; inputs member information into NC PTA Database.

VP Fundraising: Responsible for primary fundraising (including Huskies Fund, the direct give campaign) for the school year and other fundraising opportunities (such as Book Fair, spirit nights and Harris Teeter.) Keeps accurate records and forwards monies to Treasurer.

Treasurer: Receives and disburses all monies as prescribed by the by-laws; Maintains accurate and detailed financial records to present to the PTSA Board of Directors and at General PTSA meetings; Prepares an annual financial report, submits the financials for an audit at year end, files tax return(s) as required, prepares budget.

Secretary: Records minutes of all PTSA Board of Director meetings; Compiles minutes and distributes.

Listed below are the various PTSA standing committees and a brief description. Please check the committee(s) you may be interested in **CHAIRING in 2016-2017:**

At the start of the school year we will send out a request through our Hough Howler for those who want to serve as committee members. Right now, we are looking for those who have an interest in CHAIRING the committees

- Advocacy** – Educate parents/school staff on important issues related to the health & educational success of their children.
- Audit** – Assist with monthly auditing/final audit of the financial books of the Hough PTSA.
- Beautification** – Coordinate outdoor school beautification
- Book Fair** – Coordinate with teachers to find out the book titles needed for Main Street Books to have in stock
- Corporate Sponsors** – Obtain corporate sponsorships from area businesses.
- Hough Howler** – Solicit articles, edit, maintain and distribute electronic newsletter
- Media Center** – Coordinate volunteers to assist in the media center.
- NC Graduation Project/Senior Exit Project** – Coordinate volunteers for the judging of senior exit exams in December and in April.
- Publicity** – Liaison between the local media and PTSA to disseminate school information.
- Reflections** – Coordinate National PTA artistic program (visual arts, literature, photography, musical composition, film/video production & dance choreography)
- Restaurant Nights** – Set up volunteers to represent Hough at restaurant spirit nights
- Scholarships** – Coordinate any scholarships the PTSA may offer to graduating seniors.
- School Tours** – Work with the guidance office to coordinate school tours and create welcome packets.
- Senior Events** - Assist with events to honor our seniors.
- Spirit Committee** – Assist with events for our students to create spirit, (ie, Homecoming Powder Puff game)
- Staff Appreciation** – Coordinate recognition of teachers and staff, including Holiday Cookie Walk, winter Soup luncheon, spring Staff Appreciation Week, etc.
- Volunteers** – Create the volunteer form to solicit volunteers at beginning of school year; compile and forward names to the appropriate committee chairs at the beginning of the year/through the year as necessary
- Technology** – Assist with items relating to use of Hough technology such as assisting with ID badges.
- Website** – Maintain Hough PTSA website.
- I would like to assist in creating a new PTSA committee:** _____

(Creation of standing committees is at the discretion of the Hough PTSA Board of Directors)

Your Name: _____ Phone # (s): _____

E-Mail: _____ Grade(s) Student(s) will be for 2016-2017: _____