

Cherokee County Council PTA

Call for Nominations 2017-2018 Officers Elections

Cherokee County Council officer elections will be held at the March 8th Meeting. Below is an abbreviated description of the duties of each position. More detailed information can be obtained from the nomination committee.

The following officers will be elected:

President

Attend all meetings and functions of the Georgia PTA. Organize the district's county council and local units. Advise and assist district's county council and local units. Submit calendar including fall and spring conferences to GA PTA. Establish cooperative relationships with superintendents and principals in the district. Plan and conduct council meetings. Work with GA PTA in organizing workshops and guest speakers. Submit meeting paperwork, agenda, attendee, etc. to GA PTA. Submit annual reports, including the treasure report, to GA PTA. Work with GA PTA, Councils and local units to fulfill duties and work in accordance with established policies and the State Strategic Plan.

Vice Presidents (2 openings)

Act as aides to the director. Perform, in the designated order, the duties of the director in the absence or inability of the director. Work to promote projects and programs of the Georgia PTA. Perform other duties as assigned by the director.

Secretary

Determine if a quorum is present at meetings. Keep accurate records of district conferences and meetings. Provide the director with minutes. Receive and maintain district reports. Send updates to the state office of any new district officers. Perform any other duties as assigned by the director.

Treasurer

Adhere to the standard PTA procedures for treasurers as outlined in the Treasurers Section of the Leadership Resource. Handle district funds. Provide the director with an annual report, due May 1st. Submit to the state office the annual audit report. Submit the annual report to the IRS, Form 990, for the district.

Suggested Qualifications:

Knowledgeable about and adheres to the Purposes and basic policies of PTA; knows parliamentary procedures, experienced in PTA or other organizational work; has a sense of just and fairness; exhibits enthusiasm for PTA and willingness to make PTA a priority for his/her schedule relative to the responsibilities and duties of the position.

If you are interested in being nominated for an officer position, please fill in the nomination form and email it to Amanda Weber, Cherokee County Council Nominating Committee Chair, at atweber@bellsouth.net.

This information and form will also be posted the CCC Facebook page and website.