



IT'S ELECTION TIME!

Nominations for the Evans Elementary School Home & School Association are now being accepted. The positions of **Treasurer and Secretary** are open for election. The Home & School Association term shall be two years for the Treasurer and Secretary. Staggering the elections in this manner ensures that the Board is never completely new. This allows for continuity of our programs and events.

Are you interested or do you know someone who would be great at any of these positions? You can nominate them or yourself! Job descriptions for each position are listed on the reverse side of this form. **ALL NOMINATIONS ARE DUE BACK BY FEBRUARY 8th**. The nominees will then be contacted to verify their interest. The ballot, along with the nominees' biographies, will be sent home to all Home & School Association members on March 14th.

Nominations should be sent into school with your child in an envelope addressed "Evans Elementary Home & School Association Nominations."

✂ ✂ Detach and Return ✂ ✂ ✂

EVANS ELEMENTARY SCHOOL H&SA EXECUTIVE BOARD POSITION NOMINATION FORM

Treasurer (term 2012-2014)

Name _____

Phone # _____

Secretary (term 2012-2014)

Name _____

Phone # _____

See reverse side for job descriptions

JOB DESCRIPTIONS

Treasurer:

- Attend executive board meetings and participate in discussions and decision making.
- Develop the annual budget in conjunction with the H&SA Executive Board
- Maintain and manage the annual budget
- Receive all monies from fundraisers, donations and other events that raise money for the H&SA
- Deposit all monies received into the H&SA's bank account
- Make disbursements on behalf of the Association as approved by the Executive Board
- Keep accurate records of all receipts and disbursements
- Report on actual vs. budget results during the year.
- Create and present Financial Reports to the membership at monthly meetings
- Assist in all financial matters of the Evans Elementary H&SA
- Serve as Board Point of Contact to various committees to answer chairpersons' questions as needed.
- Attend and assist with as many H&SA functions as possible.

Secretary:

- Attend executive board meetings and participate in discussions and decision making.
- Take minutes at executive board meetings, type them up, and distribute them to the other officers in a timely fashion.
- Take minutes at general meetings, type them up, and distribute them to the other officers and the Website Chairperson in a timely fashion.
- Photocopy the minutes from the last general meeting for distribution (and approval) at the upcoming general meeting.
- Prepare the sign-in sheet and childcare sheet, set out nametags, track attendance and arrange the room for the general meetings.
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official H&SA meeting.
- Assist in updating/revising, duplicating and distributing documents for the First Day Packets, Chairperson folders and elections.
- Serve as Board Point of Contact to various committees to answer chairpersons' questions as needed.
- Update/revise H&SA constitution and bylaws as needed.
- Write thank-you notes as needed and keep thank-you notes sent to the H&SA.
- Assist President and Vice President as needed.
- Attend and assist with as many H&SA functions as possible.