

# School of Engineering and Sciences PTSA Executive Board Nomination Form



Ed Marquez, Principal  
6620 Gloria Drive  
Sacramento, CA 95831  
Phone: 433-5426  
Fax: 433-5546

Nominees Name: (self or other PTSA member)

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Position for which this person is being nominated: (see brief summary of positions below)

President\_\_\_\_ Vice-President\_\_\_\_ Treasurer\_\_\_\_ Secretary\_\_\_\_

Nominee's Contact Information: (Phone number, e-mail address, etc.)

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Reason you are nominating this person: (Qualities, Qualifications, etc.)

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Submitted By: (Name & Contact Information)

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Parent\_\_\_\_ Teacher/Administrator\_\_\_\_ Student\_\_\_\_ Other\_\_\_\_

**Return completed form no later than 12pm on March 6<sup>th</sup> to Jenifer Mojonier via email at [jmojonier@yahoo.com](mailto:jmojonier@yahoo.com).**

Nominations from the floor will also be accepted the night of the election.

Elections will be held on April 14<sup>th</sup> at the PTSA General Meeting. You must be a member for at least 30 days prior to Elections and present at the meeting to vote.

## **SES PTSA Executive Board Position Descriptions**

### **President:**

Coordinate the work of officers and committees for the association  
Preside at all meetings of the association and the executive board  
Sign all authorizations for payment  
Prepare the association annual report required by the CA State PTA  
Obtain approval of the principal for all newsletters, flyers and or notices  
Perform such other duties as may be prescribed in the bylaws

### **Vice-President:**

Acts as aide to President  
Chair By-laws Committee  
Call first meeting of Nominating Committee

### **Secretary:**

Keep an accurate record of the proceedings of all meeting of the association meetings and executive board meetings  
Prepare minutes and list of unfinished business for next meeting  
Sign all authorizations for payment  
Record all expenditures in the minutes  
Keep current list of all paid members  
Assemble and preserve a record of the volunteer hours

### **Treasurer:**

Keep books of accounts and records  
Chair the budget committee  
Receive all monies  
Pay all bills  
Keep accurate records  
Present Treasurer's report at every meeting  
Make annual financial report

### **Note:**

The above are some of the responsibilities for each position. The By-Laws contain a more detailed description of the responsibilities for each position.