

February 4, 2021

Greetings CMS Parents and Teachers!

Christiansburg Middle School (CMS) PTA is seeking nominations for President, Vice President, Treasurer, and Secretary for the 2021-2022 school year. CMS Bylaws state officers can serve up one year terms. Please note that ALL nominations must be a current PTA member of CMS. If you want to run, you can log into our Memberhub [website](#), and sign up today. Membership is \$5 per person. Elections will be held on May 12, 2021 during our last meeting at 7pm.

The responsibilities of each officer are as follows:

President:

- Preside at all meeting of the PTA (i.e. monthly Board and general membership meetings)
- Coordinate the work of the PTA
- Know and follow the bylaws of the association
- Maintain communication with the school principal, PTA Board members, and any committees
- Serve as mediator in all meetings

Vice President:

- Act as the president's "right hand", serving as an aide and assuming assigned responsibilities
- Assume (temporarily) the duties of the president in his/her absence
- Coordinate membership and volunteers
- Oversee and/or coordinate fundraising activities
- Maintain communication with the school principal, PTA Board members, committees, teachers, and parent members

Secretary:

- Record minutes of all meetings
- Retain a current copy of the local, state and national bylaws
- Maintain a copy of the school's PTA membership list
- Give monthly secretary's reports at board and general membership meetings
- Provide all necessary correspondence for the school's PTA

Treasurer:

- Maintain accountability for PTA budget, accounting, checkbook and financial records
- Keep full and accurate reports of receipts and expenditures

- Make disbursements as authorized
- Sign checks with other officers
- Present treasurer's reports at monthly board and general membership meetings
- Have records and accounts audited yearly
- Pay membership dues to state and national PTA by established deadlines
- Maintain communication regarding accounts with the board

If you are interested in being considered for an office, please fill out the Nomination Form below and email it to Lori Roop at [loriroop.lr@gmail.com](mailto:loriroop.lr@gmail.com) by March 31, 2021.

If you would like to be on the Board, but not hold an office, we also have several roles we need help filling each year which includes:

- 6th and 7th Grade End of the Year Events
- 8th Grade Dance & End of Year Events
- Audit Committee (Summer)
- Bylaws
- Nomination Committee (Spring)
- Shelor Representative
- Social Media Updates (Facebook and Twitter)
- Student Support
- Teacher Appreciation/Hospitality
- Teacher Representatives

Thank you for your interest in serving on your CMS PTA Board.

Respectfully,

The Nomination Committee

Lori Roop, Chair

Tia Brown

Heather Abbott

# Christiansburg Middle School PTA

*everychild. onevoice.*

## Nomination Form for Officers

**2021-22 Term**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

State: Virginia Zip code: \_\_\_\_\_

Home#: \_\_\_\_\_ Cell#: \_\_\_\_\_

Email: \_\_\_\_\_

Best time and day to be reached: \_\_\_\_\_

### Students in School:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of nominee:

\_\_\_\_\_

*(Your signature acknowledges that you are a current PTA member and agree with the mission and values of the PTA: collaboration, commitment, diversity, respect and accountability.)*

Position Seeking:

\_\_\_\_\_

Are you willing to be considered for another position?

Yes

No

*Thank you for your interest in serving on the CMS PTA. With your help, and others like you, we support our students and our school community! Please email this form with requested information to [loriroop.lr@gmail.com](mailto:loriroop.lr@gmail.com) by March 31, 2021. Thank You!!*