



## LOCAL UNIT ORGANIZATIONAL STRUCTURE FORM

Date Approved by Membership: May 2, 2018

ORGANIZATIONAL STRUCTURE			
Name of Local Unit	Lake Braddock Secondary School	Tax Employee Identification Number	52-1289445
City/County & Zip Code	Burke, VA 22015		
Principal Name	Dr. Daniel Smith	School District	Fairfax County
Superintendent Name	Dr. Scott S Brabrand	PTA District	NOVA
Fiscal Year	July 1 to June 30	PTA Council	Fairfax County
Insurance Carrier & Policy Number	Association Insurance Management, Inc. GL2021PTA04719	Annual Membership Dues Includes \$1.50 to Virginia PTA Includes \$2.25 to National PTA	\$3.75 per member
ELECTED OFFICERS & MEETINGS			
Titles of Elected Officers	President Treasurer 1 <sup>st</sup> VP <u>X</u> 3 <sup>rd</sup> VP <u>X</u>	President-elect Secretary 2 <sup>nd</sup> VP <u>X</u> 4 <sup>th</sup> VP _____	Term Length [select] ____ 1 year <u>X</u> 2 years
			Consecutive Terms Allowed [select] <u>X</u> 2 terms ____ 3 terms ____ 4 terms
EXECUTIVE COMMITTEE			
Who serves on your Executive Committee	Elected Officers Principal	Number of Meetings per Year	<u>1</u> Days
		Days Notice – Regular Meeting	<u>1</u> Days
		Days Notice – Special Meeting	<u>1</u> Days
EXECUTIVE BOARD			
Who serves on your Executive Board	Elected Officers Principal Standing Committee Chairs Term [select] <u>X</u> 1 year ____ 2 years	Number of Meetings per Year	<u>3</u> Days
		Days Notice – Regular Meeting	<u>3</u> Days
		Days Notice – Special Meeting	<u>3</u> Days
GENERAL MEMBERSHIP MEETINGS			
Meetings per year	Minimum of 3; 5-7 is standard	Days Notice – Regular Meeting	<u>10</u> Days
Quorum	10 members or 50% of membership (whichever less)	Days Notice – Special Meeting	<u>5</u> Days
NOMINATIONS & ELECTIONS			
Month Nominating Committee Elected	2 months before election	Number of Members Elected to Nominating Committee	At least 3 and must be an ODD number