



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, Fairfax County 22015		
Principal Name	Ms. Lindsey Kearns	School District	Fairfax County
Superintendent Name	Dr. Michelle Reid	PTA Region	Northern
Fiscal Year	July 1 to June 30	PTA Council	Fairfax County Council PTA
Insurance Carrier & Policy Number	Association Insurance Management, Inc. GL2021PTA04719	Annual Membership Dues Includes \$1.50 to Virginia PTA Includes \$2.25 to National PTA	\$ <u>20/10/5</u> per member
ELECTED OFFICERS			
Titles of Elected Officers	President Secretary 1st VP <u>X</u> 3rd VP <u>X</u>	Treasurer Other _____ 2nd VP <u>X</u> 4th VP _____	Term Length [select] ☐ 1 year ☒ 2 years
			Consecutive Terms Allowed [select] ☒ 2 terms ☐ 3 terms ☐ 4 terms
EXECUTIVE COMMITTEE			
Who serves on your Executive Committee	Elected Officers	Number of Meetings per Year	<u>1</u> Meetings
		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 Standing Committee Chairs Term [select] ☒ 1 year / ☐ 2 years	Number of Meetings per Year	<u>3</u> Meetings
		Days Notice – Regular Meeting	<u>3</u> Days
		Days Notice – Special Meeting	<u>3</u> Days
GENERAL MEMBERSHIP MEETINGS			
Meetings	Meetings per year Minimum of 3; 5-7 is standard	Days Notice – Regular Meeting	<u>10</u> Days
Quorum	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
Month of Elected Officers	☐ April ☐ May ☒ June	Officer Transition	Last day of the school year or last day of the fiscal year.