

MHS PTSA EXECUTIVE BOARD NOMINATION FORM

2018 – 2019 School Year

Would you like to be more involved at Mandeville High School? The MHS PTSA Executive Board is looking for officers to serve in the 2018 – 2019 school year. The executive board is voted into their positions at the April 10, 2018 General Membership meeting, 12:45 pm, in the Front Office Conference Room. All PTSA members have a vote!

Positions open this upcoming school year include President, Administrative Vice-President, Student Vice-President, Secretary and Treasurer.

Each board position has different responsibilities, including but not limited to:

- President - Presides over all PTSA meetings and coordinates the work of the PTSA officers and committees. Attends district PTA general membership meetings.
- Administrative Vice-President – Serves as the Chair of the Membership Committee, acts as an aide to the president and performs their duties in their absence, organizes and communicates with volunteers.
- Student Vice-President – Provide a student perspective and engage peers in improving school community. Must be a student member of the MHS PTSA, be a student in good standing and have at least a 3.0 GPA. Please have one teacher reference. The student vice-president does not conduct meetings in the absence of the president or administrative vice-president.
- Secretary - Records meeting minutes, maintains all minutes and current membership list, and conducts meetings in the absence of the president and administrative vice-president.
- Treasurer – Manages and supervises all financial aspects of the PTSA. Keeps accurate financial records, writes checks as needed and makes deposits, presents monthly treasurers report.

If you would like to serve in any of these roles, we welcome your support! The current executive board members are ready to welcome new volunteers and will support you along the way. We look forward to the fresh perspective that you could bring to any position!

To nominate yourself or someone else for any position listed above, please fill out the bottom section of this sheet and return it to Student Services in an envelope marked, “ATTN: MHS PTSA Nominating Committee”, by March 19th. You can also nominate via email at Mandevillehighptsa@gmail.com

Please include the information requested below in your email.

Name _____

Email _____

Phone _____

Position Interested In _____

Brief overview of why would you like to be a part of the MHS PTSA Executive Board? _____