



Seven Lakes Junior High PTA

2022-2023 Executive Board Nomination Form

Are you looking for a way to get more involved and to continue the tradition of helping make Seven Lakes Junior High an amazing school? If so, the SLJH PTA Nominating Committee would like to hear from you.

The Nominating Committee has begun the process of soliciting officers for the 2022-2023 PTA Executive Board. The committee needs your help to create a slate of qualified persons to serve as SLJH PTA Executive Officers. The eight elected board positions are as follows:

President: Preside over all meetings of the PTA and coordinate the work of the officers and committees of the association to promote the purpose of the PTA. Responsible for assuring that Seven Lakes Junior High PTA is run in accordance with local, state and national bylaws. The President works closely with the administration of both the school and district. Also attends monthly presidents meetings and scheduled Katy Council meetings.

VP of Membership: Chairs the membership committee to solicit, record, and register PTA members; chairs the Texas Life Membership Committee as well as handle all school supply sales, orders, & delivery.

VP of Programs: Generate and schedule enrichment programs sponsored by SLJH PTA for the benefit of SLJH students, parents, and staff.

VP of VIPS (Volunteers in Public Schools): Coordinate all volunteer efforts in the school. Responsible for reporting volunteer hours monthly to the Katy ISD VIPS board and attending monthly meetings. Works closely with school VIPS liaison, all VP's and chairs to ensure volunteer needs are met. Maintains master list of volunteer emails, and sends all signup geniuses to master volunteer list.

VP of Fundraising: Accountable for oversight of all fundraising programs, events and activities at the school. Will work with a team of committee chairs in the areas of school store and spirit wear.

VP of Communications: Responsible for maintaining all avenues of communications to the community through the SLJH PTA Website, email blasts, call outs, and Facebook account. Attendance at monthly executive board meetings and four general membership meetings throughout the school year is required.

Secretary: Record the minutes at all PTA meetings, keep records of attendance, maintain the bylaws and handle the correspondence of the SLJH PTA.

Treasurer: Responsible for custody of all funds; keeps books of accounts and records; makes disbursements; presents a financial statement at all executive and general meetings; serves as chairman for the budget committee; submits books for the financial reconciliation committee at the end of the fiscal year.

Self-Nominations are encouraged and welcomed. If you are nominating someone other than yourself please make sure you have his or her permission to do so. We greatly appreciate your assistance in this nominating process and we thank you in advance for your help in nominating and electing the new PTA Officers!

Please contact members of the nominating committee with any questions, comments or concerns:

Allison Travis - AllisonLTravis@KATYISD.ORG; Mandy Folkerts - parliamentarian@sljhpta.org

Brandi Meyer - brandimeyer@mac.com; Brittany Dyal - treasurer@sljhpta.org; Chelsa DeVault -

Chelsey.devault@gmail.com

Submit Online Form by clicking link: [Nomination Form](#) **NOMINATIONS ARE DUE BY FRIDAY, FEBRUARY 4TH**