



## Executive Board Application

I am interested in the following position for the 20\_\_\_\_/20\_\_\_\_ school year:

**Position** (check one)      Duties as prescribed by bylaws or assigned, including:

- ☐ President
  - Coordinate the work of P4A officers, chairpersons and committees; preside at meetings; appoint committee chairs; sign check requests and contracts.
- ☐ Vice President
  - Act as aide to the president; perform duties of president in his/her absence; coordinate programs/speakers at P4A meetings; actively participate in all communication between membership, school, teachers and staff; notify officers of their election/appointments.
- ☐ Treasurer
  - Keep permanent books of account; pay bills as authorized by the Executive Board or the P4A; keep an accurate record of receipts and disbursements; keep membership informed of expenditures; present a statement of account at meetings; provide information required to file all tax returns and regulatory forms; make an annual financial report to the P4A; act as chair of the Budget Committee.
- ☐ Financial Secretary
  - With the president, sign all check requests; collect deposits; conduct all necessary financial correspondence; perform such other duties as may be delegated.
- ☐ Records Secretary
  - Keep an accurate record of the proceedings of all meetings; maintain current copy of the bylaws and standing rules; conduct all necessary correspondence of the P4A upon proper authorization; send out notices of Executive Board meetings; Perform such other duties as may be delegated.

1. Please state your qualifications for this position (i.e., PTA officer, board member of charitable organization, etc.):

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2. Why are you applying for this position? \_\_\_\_\_

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As stated in the P4A bylaws, the Executive Board:

- Are members in good standing of PFAA.
- Transacts necessary business between P4A meetings and such other business referred to it by the P4A or PFAA.
- May authorize the payment of routine organizational bills within the limits of the adopted P4A budget, and may authorize the payment of other bills
- Creates committees as deemed necessary to promote the objectives and to carry on the work of the P4A.
- Oversees, assists and advises committee chairs and parent class representatives in all their endeavors.
- Fills all vacancies in office, including that of president.
- Develops agendas for monthly P4A meetings.
- Receives a financial report from the treasurer at each meeting.
- Is subject to the orders of the P4A, and none of its acts shall conflict with action taken by the P4A.
- Shall meet at least once a month during the school year (June 2<sup>nd</sup> – June 1<sup>st</sup>) (special meetings may be called upon written request)

I understand the position's requirements and will attend meetings as required.

\_\_\_\_\_

Date

\_\_\_\_\_

Daytime phone #

\_\_\_\_\_

Signature

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Evening phone #

\_\_\_\_\_

Print Name

\_\_\_\_\_

E-mail address