



2023-2024
Officer Interest Form
Cibolo Green PTA

It's the time of year to begin the process of selecting our PTA Officers for the next school year. The nominating committee, which was elected by the PTA membership at our February meeting, is charged with presenting membership with their recommended slate of officers at the April PTA Membership Meeting, which will be held on April 4th at 6:30 pm in the cafeteria.

If you are interested in serving in one of the officer positions, please complete this form and return it in an envelope marked "CGE PTA, Nominating Committee" and drop it off in the front office.

**** Please return this form no later than March 20, 2023. ****

The Nominating Committee will contact each interested person before submitting their name for voting at the April meeting.

Name _____ Contact Phone # _____

___ President ___ 1st VP - Aide & Programs ___ 2nd VP - Ways & Means

___ 3rd VP - Programs ___ 4th VP - Volunteers

___ Secretary ___ Treasurer

The newly elected President will appoint the Parliamentarian after the election in April. Please indicate if you are interested in this appointment.

___ Parliamentarian

If you have any questions regarding any of the officer positions, you may speak directly to the person holding that position. See www.cibologreenpta.org for current officer contact information.

- **President** - Presides at regular and executive board meetings. Acts as representative for the Cibolo Green PTA at the council, district, state and national level. Coordinates work of board members and many "unassigned" duties.
- **1st Vice President - Aide** - Assists the President, Officers and committee chairman. Oversees making the Back-to-School Welcome packets at the beginning of the school year.
- **2nd Vice President - Ways and Means** - Organizes all fundraisers, serves on disbursement and budget committee.
- **3rd Vice President - Programs** - Arranges all program speakers and/or activities for regular meetings as well as oversee certain committees pertaining to other PTA programs throughout the year
- **4th Vice President - Volunteers** - Processes volunteer sign up sheets, maintains lists and organizes volunteers for school activities.
- **Secretary** - Records the minutes of the regular and executive board meetings. Sends reminder emails to executive committee members as needed.
- **Treasurer** - Keeps an accurate and complete account of money received and spent, writes checks, balances the checkbook, prepares monthly financial statements and fills out tax forms.
- **Parliamentarian** - Knows parliamentary procedure, familiar with our bylaws and the Robert's Rules of Order, advises President on questions of parliamentary law.