



CALL FOR NOMINATIONS FOR SOUTH COUNTY PTSSO OFFICERS 2018-2019

The South County PTSSO is taking nominations for elected officer positions for the 2018-2019 School Year. PTSSO officers provide the leadership for the Organization, hold regular board meetings that are open to the membership (beginning July 2018 through June 2019), hold regular membership meetings, and handle specified responsibilities as set forth in the PTSSO bylaws.

Qualifications needed are a commitment to the success of South County PTSSO, commitment to supporting the needs of all parents, teachers and students at South County High School, a willingness to contribute time and energy as part of the leadership team, integrity and PTSSO membership.

Nominations for the following elected officer positions will be considered:

- President
- 1st Vice President
- 2nd Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer

The committee's responsibility is to select a slate of officers from among the nominees and present the slate to the Board no less than 15 days prior to the Annual General Membership Meeting. The Board will release the slate to the membership as soon as possible thereafter. The election of officers is scheduled for the May 8, 2018 general membership meeting. If you have questions about the specific duties for any of these offices or the nomination process, please contact one of the members of the Nominating Committee at nomination@southcountypssso.org

You may nominate yourself or another individual. If you and/or someone you know are interested in serving as a PTSSO officer at South County High School, please complete the attached Nomination Form and submit the completed form to the PTSSO Nominating Committee **no later than April 15, 2018**. All nominations **must** be received via email to the Nominating Committee's email address at nomination@southcountypssso.org. You will receive an email confirming receipt of your Nomination Form. If you are unable to submit your nomination form via email, please text the nominating committee at 703-975-0397 to make other arrangements.

Please see the attached description of officer responsibilities and the PTSSO Bylaws (http://southcountypssso.org/wp-content/uploads/2018/01/SCPTSSO-BYLAWS-_revised-091317.pdf) for more information regarding the requirements for serving on the PTSSO Board of Directors.

We are looking forward to hearing from you!

Duties of Officers—South County PTSO

The duties of the officers are as follows.

6.6.1. President. The President shall:

- a. Preside at all membership meetings of the PTSO and at all meetings of the Board;
- b. Be a member ex officio of all committees except the Nominating Committee;
- c. Ensure that the annual report is filed with the Commonwealth of Virginia;
- d. Review the bank statement monthly, and sign off on the monthly bank reconciliation completed by the Treasurer, or ensure that an alternate person approves the bank reconciliation in accordance with the requirements of the PTSO insurance policies;
- e. Coordinate the work of the officers and committees of the PTSO in order that the Purposes may be promoted; and
- f. Perform such other duties as may be prescribed in these bylaws or assigned by the PTSO.

6.6.2. Vice-President. Each Vice-President shall:

- a. Act as an aide(s) to the President;
- b. Assume and perform the duties of the President in the absence, inability, or request of that officer to act, with the First Vice President being responsible for the assumption and performance of such duties first, and if unable to do so, the Second Vice President shall be so responsible; and
- c. Perform other delegated duties as assigned.

6.6.3. Recording Secretary. The Recording Secretary shall:

- a. Record the minutes of all meetings of the PTSO;
- b. Keep the official copy of the bylaws in his or her files;
- c. Obtain and retain annual Conflict of Interest statements from the Directors;
- d. Maintain a Membership List; and
- e. Perform other delegated duties as assigned.

6.6.4. Corresponding Secretary. The Corresponding Secretary shall:

- a. Keep the official correspondence of the PTSO;
- b. Distribute incoming mail to proper officers or committee chairs;
- c. Act as Parliamentarian during meetings; and
- d. Perform other delegated duties as assigned.

6.6.5. Treasurer. The Treasurer shall:

- a. Maintain and preserve custody of all the funds of the PTSO;
- b. Maintain a full and accurate account of receipts and expenditures as described in Section 7.2 and 7.3;
- c. Make disbursements as authorized by the Board in accordance with the budget adopted by the PTSO;
- d. Ensure that all checks and vouchers are signed in accordance with the provisions of Section 8.2;
- e. Present a written financial statement to the Board monthly during the school year and at other times when requested by the Board;
- f. Have the accounts examined according to the auditing procedures outlined in Section 7.5;
- g. File all associated tax returns as required by Federal, state or local law;
- h. Present a proposed annual budget to the newly elected officers by July 1; and
- i. Perform other delegated duties as assigned.

