



# The St. Bernadette PTU Needs You!

**\*\* JOIN THE TEAM and MAKE A DIFFERENCE\*\***

Nominations are now being accepted on the 2019-2020 PTU Board for the Treasurer and Secretary positions. These positions are a two-year team. The election is open to all current St. Bernadette parents. PTU Board members are required to attend all General Meetings and monthly Executive Board meetings, as well as fulfill the duties of the officer's positions.

If you are interested in running for the PTU Treasurer or Secretary positions, or know of someone who is, please complete this form and return it to school by **March 28, 2019**.

## OPEN PTU BOARD POSITIONS

**TREASURER:** This officer is the official legal custodian of the funds of the Unit. The Treasurer's duties include, but are limited to the following:

- Review request for funds prior to distribution
- Give a general summation at each PTU Meeting
- Balance the checking account monthly
- Collect all funds to put on deposit
- Perform other assigned duties as deemed necessary
- Act as a liaison with the Parish Financial Manager
- Review account at fiscal year end with Parish Financial Manager and have records prepared for submission to Parish in June

**SECRETARY:** This officer is a necessity to a well-ordered organization. The Secretary's duties are, but not limited to:

- Record and have available for dissemination the minutes of all general PTU meetings
- Record and submit minutes of all Executive Board meetings to the PTU Executive Board members
- Keep record of the attendance for each meeting and a roll of offices and committees
- Maintain a central repository for information pertaining to St. Bernadette PTU including updating committee information, website and other social media venues
- Work as a liaison to the Room Parents
- Perform other duties as assigned through the Executive Board

## ELECTIONS WILL OCCUR AT THE MAY 14, 2019 GENERAL PTU MEETING

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St. Bernadette PTU Nomination Form ATTN: Natalie Stolph

\_\_\_\_\_ I \_\_\_\_\_ am interested in running for the following position \_\_\_\_\_

(Insert your name)

\_\_\_\_\_ I would like to nominate \_\_\_\_\_ for the position of \_\_\_\_\_

(Nominee must agree)