Board nominations are being accepted February 6 – March 15, 2020. Anyone that is interested in nominating themselves or another member of the Parents’ Club is encouraged to fill out the following information. Descriptions of all positions are located on the back of this form. Candidates are needed for the following positions:

Vice President (3 year commitment)  
Treasurer (2 year commitment)  
Recording Secretary (1 year commitment)  
Corresponding Secretary (1 year commitment)

I, __________________________ would like to nominate ______________________ for ____________________________ position(s) on the 2020-2021 Parents’ Club Board.

Please return this form to Nicole Siverd, Development Director, by no later than March 13, 2020.

The 2020-2021 Parent’s Club Board will be installed at our final meeting to be held on May 12, 2020.

Reason for nomination:
The President shall attend all executive board and general membership meetings. She/he shall preside at all meetings, and is a member ex-officio of all committees; shall appoint all committees; and perform such duties as are incumbent upon this office. The President, in concert with the Treasurer and school Finance Office shall review the bank statements and checkbooks of the organization on a regular basis. On conclusion of his/her term of office, he/she shall present a report of club activities. Any individual may serve in the role of President no longer than one term.

The Vice President (President-Elect), in the absence or disability of the President, shall perform the duties of the President. She shall attend all executive board, general membership meetings, and shall attend all Saint Peter School Advisory Board meetings as the Parents’ Club Liaison. When possible, the Vice-President shall be notified in advance that he/she is to preside at the next general membership meeting. The Vice-President shall assume the position of President for the following school year.

The Recording Secretary shall attend all executive board and general membership meetings. She/he shall record the minutes of all executive board and general meetings, keep files on all membership and club papers, and any duties pertaining to said office. She/he shall keep a complete list of names, addresses, telephone numbers and email addresses of all members. She/he shall provide copies of the previous meeting’s minutes at each general membership meetings.

The Corresponding Secretary shall attend all executive board and general membership meetings. She/he shall serve as a liaison between the school and the parish in regards to upcoming events, for example: Vacation Bible School, school summer camps, Bible studies, youth group activities etc… She/he shall attend to such correspondence as may be required: e.g. having masses offered for a deceased member or for member of the family (spouse or child), to send a card to any hospitalized member.

The Treasurer shall attend all executive board and general membership meetings. She/he shall receive all money of the organization; shall keep an accurate record of money received and expended; submit check requests as ordered by the Development Director. The Treasurer shall, in concert with the President, review the bank statements and checkbooks of the organization on a regular basis; and shall present a report at all meetings and shall give an annual report.

The Ex-Officio, the Immediate Past President, shall act as a Parliamentarian at all executive board and general meetings.