



IT'S ELECTION TIME!

Nominations for the Evans Elementary School Home & School Association are being taken. The positions of Secretary and Treasurer are open for election. The Home & School Association term shall be two years for the Secretary and Treasurer. Each year allows different positions to be changed so the Board is never completely new. This allows for continuity of our programs and events.

Are you interested, or know someone who would be great at any of these positions? You can nominate them or yourself!!!! Attached you will find job descriptions for each position. **ALL NOMINATIONS ARE DUE BACK BY MARCH 10TH**. The nominating process will closed at the end of our March H&SA meeting. The nominees will then be contacted to verify their interest. The ballot, along with the nominees' biographies, will be sent home to all Home & School Association members on March 18th.

Nominations should be sent into school with your child in an envelope addressed "Evans Elementary Home & School Association Nominations".

✂ ✂ Detach and Return ✂ ✂ ✂

EVANS ELEMENTARY SCHOOL H&SA EXECUTIVE BOARD POSITION NOMINATION FORM

Secretary (term 2010-2012)

Name _____

Phone # _____

Treasurer (term 2010-2012)

Name _____

Phone # _____

JOB DESCRIPTIONS

Secretary:

- Attend all meetings and record minutes. Type all minutes and copy for next meeting
- Maintain the H&SA bulletin board across from the office
- Help membership committee and assist in maintaining a list of all members yearly, which includes all pertinent information
- Write Thank-you notes as needed and keep thank-you notes given to us for public consumption
- Assist President and Vice-President as needed
- Attend and assist with as many H&SA functions as possible

Treasurer:

- To help in the development of the annual budget with the H&SA Executive Board
- To maintain and manage the annual budget
- To receive all monies from fundraisers, donations and any event that raises money for the Association
- To make deposits of all monies to Association's bank account in a timely manner
- To make disbursements on behalf of the Association as approved by the Executive Board
- To keep accurate records of all receipts and disbursements
- To report actual vs. budget results during the year
- To create and present financial reports to the membership at monthly meetings
- To assist in all financial matters of the Evans Elementary Home & School Association
- Attend and assist with as many H&SA functions as possible