

# **Come and Join Us! Noelani School Parent-Teacher Association (PTA) Election**

## **What is the Parent-Teacher Association (PTA)?**

Noelani Elementary Parent-Teacher Association is a non-profit organization affiliated with the Hawaii PTA and National PTA organizations. The Noelani PTA involves students, parents, teachers, and other interested parties in programs and projects throughout the school year to support Noelani's school culture and enhance the education of Noelani students. The PTA also provides the School with much needed additional resources through its fundraising events.

## **Benefits of getting involved!**

Being a part of the PTA allows you to play an essential role in ensuring that all Noelani students have access to an excellent education and are afforded an opportunity to be a responsible and effective community contributor. Through the PTA's focus on academic achievement, a strong sense of community, and parent involvement, parents, teachers, staff, and others in the community work together to provide activities such as teacher appreciation week and movie night, and organize fun events such as the Craft Fair, Jog-a-thon, and May Fair, which create lasting memories.

## **Join us!**

Opportunities for involvement at Noelani through the PTA are endless (please visit <http://www.noelanipta.org/> for more info), and one great way to serve our school is to become a PTA Officer. We will be **holding elections for the offices of President, Vice-President, Secretary, and Treasurer at the next General Meeting on May 10.** Officers and their roles and responsibilities are as follows:

**President** - Runs the PTA meetings, is a member ex-officio of all committees except the nominating committee, coordinates the work of the officers and the committees and is the official representative of the PTA. (One year term for up to two consecutive years.)

**Vice-President** - Assists President, performs the duties of the Presidents in their absence or inability to serve. (One year term for up to two consecutive years.)

**Secretary** – Takes minutes and maintains the records of all general and Board meetings, assists with the distribution of PTA notifications and event announcements, and maintains a current membership list for meetings and notification disbursements. (One year term for up to two consecutive years.)

**Treasurer** – Custodian of all funds, makes disbursements, manages the budget, presents finance reports to the Board and general membership, and prepares financial books for annual audit. (One year term for up to two consecutive years.)

Our timeline for the election process is as follows:

- Thursday, April 4 Election form and Nomination and Candidate's Statement forms distributed. **All candidates must be PTA members in good standing (paid members for the 2018-2019 school year).**
- Thursday, April 11 Nomination and Candidate's Statement forms and photo due. Forms must be submitted to the Noelani School office by 4:00 p.m.
- Thursday, April 18 Notice of election and Candidate's Statement and photo distributed to the membership. (Note: **Only positions that have more than one nominee require a statement and photo;** if positions up for nomination only have one candidate, a voice vote at the May Fair on Friday, May 10, 2019, will be held.)
- Friday, May 10 Ballots will be distributed to PTA Members in Good Standing only. Ballots to be turned in to either the homerooms or the Noelani School Office. Any voice votes necessary will be taken during the meeting. Results of PTA elections will be announced on Monday, May 13, 2019.

**Noelani School Parent Teacher Association (PTA)  
Nomination Form  
2019-2020**

Name of Nominee: \_\_\_\_\_

Nominated to serve as (circle one):

*President*

*Vice President*

*Secretary*

*Treasurer*

Nominee's phone number: \_\_\_\_\_

Nominee's email address: \_\_\_\_\_

Child's name and grade: \_\_\_\_\_

I have confirmed that the nominee is willing to serve on the PTA Executive Board.

Submitted by (Nominator's name): \_\_\_\_\_

Nominator's phone number: \_\_\_\_\_

Nominator's signature: \_\_\_\_\_

Please return this form with the Candidate's Statement to the Noelani School Office by Thursday, April 11<sup>th</sup>, by 4:00 p.m. Please also attach a photo to be printed with the Candidate's Statement.

