



PTSA Elected Board Positions – Roles & Responsibilities

President:

The President is responsible for leading the Ben L. Smith PTSA Executive Board to define a calendar of events and to draft corresponding budget that ultimately meets the PTSA general body approval. He/she helps the VP recruit chairpersons for the various PTSA committees, communicates with the Principal and Staff as needed to assist VP in coordinating activities, and supports the Treasurer and Secretary as needed in timely preparation and distribution of official records. The Ben L Smith PTSA By Laws and any PTA guidelines of Guilford county, the State of NC, or the Nation are followed. The President presides at monthly PTSA Executive Board meetings and typically 9 but no less than 5 general board meetings respectively. The PTSA President is expected to represent the PTSA on the Ben L. Smith Site Leadership Team (SLT), which meets monthly. He/she may also be asked to attend at least one PTA state sponsored leadership training sessions and four county PTA Council Meetings during the year.

VP:

The VP is the primary steward of the student, parent, and teacher educational initiatives and works to secure committee chairpersons. In the vacancy of the presidency, VP assumes all roles of the president.

Secretary:

The Secretarial duties include recording and distributing the minutes of membership and board meetings; maintains attendance, creates and keeps correspondences on behalf of the PTSA. He/she is the primary steward of legal documents, including but not limited to insurance policies and contracts.

Treasurer:

The treasurer collects, deposits, and maintains all funds of the local PTSA unit in approved depositories (including but not limited to monies collected as local dues, raised in PTSA activities, received as contributions, or otherwise acquired). He/she may also disburse funds in accordance with the annual budget adopted by the this local PTSA, and maintain records identifying the purpose and payee of all disbursements and make all records available for inspection and review by the audit committee. Present a financial report of income and expenses at each meeting of the general membership and board of directors. Remit dues to NCPTA in accordance with the Articles of the NCPTA for good standing. Prepare year end reports by June 30th. Complete and fill out all tax forms. Provide assistance to the audit committee upon request.

PTSA Ex-Officio Board Members:

- Principal
- Chairs of Standing Committees (Membership, Communications, Fundraising, Training & Development, Legislative Advocacy, Community Spirit, Awards, Audit, Other: List how you may contribute)

PTSA Board Positions-Elected by the Board:

- Teacher Liaison-Teacher liaison provides perspectives of the faculty and help to facilitate timely communications
- At large members (up to 3) – A parent, student, &/or community reps provide perspectives and help to facilitate timely communications. Students will be understudies receiving executive leadership training.

In compliance with the federal laws & GCS Public Schools, The PTSA of Ben L. Smith administers all programs without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.



Dear Ben L Smith PTSA Member & Friends,

Nominations for our 2022-2023 local unit PTSA Executive Board are being accepted between now and the date of elections. See reverse side for the positions available and their respective roles and responsibilities. We hope you consider self-nominating or nominating someone else.

We need your help in advancing the national mission here at Ben L Smith: a) Support and speak on behalf of our students, b) assist parents in developing skills they need to raise and protect their children and c) encourage parents and public involvement in schools.

If you choose to serve, you gain a breath of knowledge of how this school operates and pre-plans for the future, plus you are given an opportunity to impact decisions during the drafting stages. Other immeasurable rewards come from the many thanks that you will receive, beaming smiles, and hugs one receives from the faculty, staff, parents, and students in appreciations.

When nominating yourself or others, please consider the following:

- Is the nominee enthusiastic and supportive of the PTSA?
- Does the nominee work well with others?
- Is the nominee dependable, willing and able, to devote time to serve?
- Does the nominee have special skills, knowledge and/or experiences that would qualify him/her for future an office?

Our Ben L. Smith PTSA will conduct nominations and elections according to the NC PTA by Laws, suspending the 10 days notice of nominees before the last general body meeting. The nominating committee will submit only one nominee for each office. Additional nominations will be taken from the floor on election day. If only one member is nominated, then voting will be taken by a show of hands. If more than one nominee for a particular office, then voting will be done by ballot. If positions remain open following the elections date, the Ben L. Smith PTSA Executive Board will fill the positions by appointment.

Nominees will not have to be present for the vote but must give prior consent and know that our PTSA by laws will not allow for absentee voting. Only current PTSA members may run for offices of the President, VP, Treasurer, and Secretary. New PTSA members will be accepted prior to elections on the day of elections, and those persons may participate in the nominations and elections process. Virtual meeting options are possible as dictated by The <https://ncpta.org/wp-content/uploads/2020/06/NCPTA-Virtual-Meeting-Policy-6.1.20.pdf>. A nomination committee will accept a nominee. The slate of nominees will be presented to the general body for elections on the same day. The nomination committee and/or PTSA volunteers will count ballots.

If questions, please contact Nominations Chair, PTSA *Acting* Faculty & Staff Liaison, Ida L. J. Pittman, PhD at pittmai@gcsnc.com or 336-294-7300 or Ben L. Smith PTSA *Acting* President Treann Harris at LordsHelper55@yahoo.com.

Executive Board Nominations

QR Code: or School Website/Parent/PTSA or Office Pick Up & Return



Nominations

Name of Submitter _____ Best Contact (cell/email) _____

I wish to self-nominate

Current PTSA Member? ____ Yes ____ No

Nominee's Name _____ for the office of _____

Include Executive Board, Chairperson, &/or Board Elected Positions. Specify if Student.

Email _____ Cell/Text _____ Work Phone _____

Relevant experience (does not have to be PTA or PTSA) _____

If elected, I agree to fulfill the duties and responsibilities of the office for which I allow my name to be submitted.

Signature & Date _____