



General Nash Home & School Association
Executive Board Elections for 2018-2019

It is time to nominate the Nash H&S Executive Board for next year! Per Nash H&S by-laws, each year a Nominating Committee presents a slate of candidates for election at least 2 weeks prior to the last general membership meeting of the year with voting taking place at our final H&S meeting in May. Additional nominees to the list below may be made by the general membership to the Nominating Committee. Nominees must express consent before being placed on the final list of nominees.

Officers shall serve a term of one year. A person may not be elected to the same office for more than two consecutive terms. However, if no one comes forward and the current officer is willing to continue in that capacity it will be voted upon by the general membership. Only the Vice President can temporarily fill in an unexpected vacancy occurring in the office of the President before a nominating committee is created. A vacancy occurring in any other office shall be filled for the remaining term by a majority vote of the Executive Officers. Any officers absent from two consecutive meetings without reasonable justification will be removed from the office at the discretion of the Officers.

Please see the timeline, contact information, and board position descriptions below:

Nominating Committee:	Amanda Laubach	aclubach@gmail.com
	Renee Ferullo	renee.ferullo@gmail.com
Closing Date for Additional Nominations:	Thursday, April 26 th	
Publication of Final List of Nominees:	Mondays, April 30 th & May 7 th	
2017-2018 General Nash Home & School Board Election:	Thursday, May 10 th at General Meeting	

H&S Board Position Descriptions

Presidents

The President and/or Co-President shall preside at all meetings of the Association and shall be ex-officio members of all committees, except the Nominating Committee; shall appoint coordinators in conjunction with the Executive Board for all committees; and shall perform all other duties usually pertaining to the office. Attendance at a meeting with the principal on a monthly basis is required. Attendance at a meeting with the Superintendent and Coordinating Council (unless Coordinating Council representatives are attending) will also be required as scheduled. If unable to attend any meeting, it is required to appoint a Home & School representative to attend on their behalf. Qualifications for this office include having served as an officer on the Association and having attended more than half of the general membership meetings during the past year.

Vice President

The Vice President shall perform the duties of the President in the absence or inability of that officer to act, and shall assist the President when called upon. The Vice President shall coordinate the execution of the various fundraisers throughout the year. This shall include: acting as a liaison between the Executive Board and fundraiser coordinators to assure Executive Board approval of fundraisers and fundraising communication; working with fundraiser coordinators via email or meetings to schedule fundraising events and programs throughout the year and reviewing all fundraising mailings and presenting fundraising opportunities to the Executive Board, Association members and/or the appropriate fundraising coordinator. Qualifications for this office include having served as a Coordinator or as an officer of the Association and having attended half of the General Membership meetings during the past year.

Communications Coordinator

The Communication Coordinator shall manage the Home and School section of the website, coordinate the making of advertisement flyers with event coordinators for Home and School events, maintain the Activity Coordinator list, manage social media accounts, prepare the Home & School activities calendar for the following year and send out communications with updated information to the members semi-monthly or as needed. Oversees and assists the Volunteer Coordinator throughout the school year. Attendance at half of the General Membership meetings over the past year is a requirement.

Secretary

The Secretary shall handle preparations for Home and School meetings, including providing the agenda, taking minutes, publishing the minutes for approval, attendance logs, board correspondence, and other duties as needed. The Secretary shall provide minutes to the Communications Officer following each Association meeting for publication to the website. Attendance at half or more General Membership meetings over the past year is a requirement.

Treasurer

The Treasurer shall keep accurate record of receipts and expenditures and shall pay out funds in accordance with the approved budget as authorized by the Association. The Treasurer shall issue all checks. The checks can be electronic or hard copy. Credit card transactions shall be audited by another board member once per month. Hard copy checks shall be signed by the Treasurer and another board member. The Treasurer shall present a statement of account at every General Membership meeting and at other times requested by the executive board officers and shall present an annual report at the first meeting of the school year. The Treasurer must submit reports to Coordinating Council twice per year. The Treasurer must issue all W9 forms and submit the corresponding 1099 forms for the calendar year. The Treasurer should preferably have a math or financial background. Qualifications for this office include having attended half of the General Membership meetings during the past year.

Controller

The Controller shall receive all monies of the Association and be responsible for making timely deposits to and cash withdrawals from the Association's bank account. The Controller is responsible for monthly audits of electronic checks that have been issued by the Treasurer and will assist the Treasurer as needed. Qualifications for this office include having attended half of the General Membership meetings during the past year.