

Northwood PTA recruiting for Officers for 2017-18 school year

All four officer positions are one year terms, so at the May 2017 membership meeting, elections will be held for all positions.

- The current **President** is Deanne Adams. She has served two terms and there is a two term limit. Deanne is not running for a board position, but will stay active with PTA for 2017-18 school year and help with a transition to a new board.
- The current **Vice-President** is Jennifer Bauer. She is willing to run for President in the 2017-18 school year.
- The current **Secretary** is Isabel Graham. She is willing to run for Vice-President in the 2017-18 school year if there are no other candidates.
- The current **Treasurer** is Kelly Schwarz, who is willing to serve another term as Treasurer.

President duties: presides at all meetings of the membership and of the Board; works with the Board of Directors to plan the year, organizes the committees to carry out PTA actions, represents PTA.

Vice-President duties: assists the President. In the absence of the president, the Vice-President shall assume the duties of the President. The Vice-President often takes the lead on special projects, such as fundraisers.

Secretary duties: records the minutes of all membership and Board meetings. Presents minutes for approval at the next scheduled meeting; files all records, including a current copy of the bylaws and a current membership list. Maintains email and mail addresses of membership and distributes correspondence to members.

Treasurer duties: custodian for all the funds of the PTA; collects and keeps a full and accurate account of receipts and expenditures in books belonging to the PTA; presents a written financial report at every membership meeting of the PTA, and every meeting of the Board; presents an annual audit report to the PTA at the annual membership meeting.

If you have questions about these positions please contact Nominations/Election Committee Members Karen Gordon(gordon_karen@asdk12.org), Kevin Harris (Bdf89@gci.net), or Deanne Adams (deannePTA@aol.com) or any of the current officers:

Deanne Adams, President – deannePTA@aol.com or cell/text: 854-1613
Jennifer Bauer, Vice President - indiana_jen06@yahoo.com or cell/text 907-223-3190
Kelly Schwarz, Treasurer - hkschwarz@yahoo.com or cell/text: 884-1096
Isabel Graham, Secretary - i_mae99@yahoo.com or cell/text 907-720-4003