

Members of St. Joseph's Parents' Association:

It's time to solicit nominations for open positions on the St. Joseph's Parents' Association board. The mission of the SJPA is to coordinate fundraising activities, support St. Joe's in furthering its mission, coordinate volunteer services, and assist as a channel of parental input in the decision-making process of the school board.

If you are interested in helping support the SJPA's mission, you are invited to submit a nomination for one of the following board positions for the 2018-19 school year:

President Elect:

The President-elect shall:

1. Assist the President and, in the absence or disability of the President, perform all the duties and have all of the powers of the President.
2. Attend all SJPA Board and General Membership meetings.
3. Assume the office of President in the following fiscal year.
4. Attend St. Joseph's School Board meetings when the President is unable to do so.

The President-elect shall serve a two (2) year term, President-elect for one (1) year and President the subsequent year.

The President shall:

1. Preside at all SJPA Board and General Membership meetings.
2. Support the Mission of the SJPA and St. Joseph's Catholic Grade School.
3. Generally oversee the Officers, Appointed Board Members Fundraising Chairs' (and committee members, if applicable) performance.
4. Assign SJPA Officers and other members to such committees as may be desired and created by the SJPA Board.
5. Have joint signature authority with the Treasurer of the SJPA for any advance, reimbursement or expenditure in excess of five hundred dollars (\$500) from the SJPA account.
6. Serve as the SJPA representative to the School Board. Attend all School Board meetings, or if unavailable, designate the President-elect or another officer to attend and/or submit a written report.
7. Prepare and follow an agenda with input from the Principal and any Board members for distribution at each SJPA meeting

Treasurer:

The Treasurer shall:

1. Attend SJPA Board meetings and General Membership meetings.
2. Review financial information provided by the school business manager and oversee the financial affairs of the SJPA based on the formal information provided from the school.
3. Work with the school business manager to submit both regular and annual reports to the SJPA Board and the School Board, which report on the financial status of the SJPA.
4. Review fundraising guidelines, including the budget for expenditures, with the Chair of any fundraising event. Receive reasonable reports from Chairs regarding the progress of the event to budget.
5. Authorize any SJPA fund expenditure before payment is made. All expenditures over five hundred (\$500) require the joint signatures of the President of the SJPA Board and the Treasurer.

The Treasurer shall serve a 1-year term.

Secretary:

The Secretary shall:

1. Attend and record minutes of all SJPA General Membership meetings and SJPA Board meetings.
2. Provide a copy of the final minutes to the school office for review by SJPA general membership.
3. Prepare information on SJPA activities for inclusion in the school newsletter or publish an SJPA newsletter.
4. Keep the SJPA bulletin board in the school lobby current with events occurring at school.
5. Provide meeting notification as specified in Article VIII.
6. Coordinate SJPA nominations and elections

The Secretary shall serve a 1-year term.

If you are interested in nominating yourself or someone else for one of these positions, please respond to me, Barbara O'Meara, in writing by Wednesday, **April 25** at omearab@stjoes.com.

Please include a short bio of the nominee and the reason why you are nominating this person for the position.

Let me know if you have any questions. We appreciate your interest in providing leadership to the SJPA!

Sincerely,

Barbara O'Meara
SJPA President, 2018- '19