

Vernon Township Schools -- School & Community Association (SCA) 2018-2019 Nomination Form

The SCA is you ... the parents and guardians. The SCA is dependent on you coming forward and taking an active role in your child's school. If you are interested in becoming an important part of your child's school, please consider running as an officer on the SCA Board.

SCA Officer Positions/Duties

At every school, the SCA Board is comprised of 5 officers:

President * Vice President *** Recording Secretary *** Treasurer *** Corresponding Secretary**

The term of office for each position is one year. Please see the reverse for the duties for each position.

There may be other non-elected positions at your school for which you may volunteer in September 2018

All interested candidates must submit the lower portion of this form in a sealed envelope marked:

TO: (Name of the school to which you seek the Officer Position) 2018-19 SCA Nomination Committee

Example: Cedar Mountain 2018-19 SCA Nomination Committee

All nominations must be received by Monday, April 16, 2018. No late nominations can be accepted. Return Nomination Form to your child's current school.

Note: If more than one person submits a nomination and agrees to run for a position, an election ballot, including a short biography of each candidate, will be sent home on Monday, April 23, 2018, via email to parents of all students who will attend that school next year. The SCA election will take place at your school's May 2018 SCA meeting.

Questions: Please e-mail the current SCA President, below, for the school you may be seeking a position in.

CMPS: *Missy Babcock* babcockmelissa@yahoo.com

LHMS: *Melissa Hardin* mhcreate32@yahoo.com

RHPS: *Kim Rivera* kimrhsca@gmail.com

GMMS: *Colleen Greenhalgh* ogmommaleen@gmail.com

VTHS: *Janet Kubik* janetkot@aol.com

Detach here

2018-19 SCA Officer Nomination Form

All nominations must be received by Monday, April 16, 2018

NAME: _____

CHILD: _____

TELEPHONE: _____

EMAIL: _____

ADDRESS: _____

School of SCA Board Interest _____ SCA Position of Interest _____

SCA Board Officers and Description of Duties

President

Prepare agenda, with input from other SCA officers, for general meetings. Coordinate, attend, and chair all SCA meetings. Appoint coordinators for functions and committees as needed. Oversee and participate in all SCA functions and activities. Keep and maintain accurate files on all business activities. At the end of office term, present files to the incoming President. Serve as primary liaison with the school administration. Represent SCA at functions and the annual Back to School Night. Attend Executive SCA (ESCA) meetings. May, with Treasurer or Vice President, sign checks for all expenditures and monies. With input from other SCA officers, prepare a proposed budget by August which shall be presented and voted upon during the first SCA meeting of the school year. Schedule a transition meeting of all outgoing/incoming board members at the end of the term. Obtain training and support from ESCA members as needed.

Vice President

Assume Presidential responsibilities as needed if the President is absent. Coordinate the progress of all activities and programs. Participate in all SCA functions and activities. Attend all SCA general meetings. Attend ESCA meetings. May, with President or Treasurer, sign all checks for expenditures and monies. In conjunction with other SCA officers, prepare a proposed budget by August which shall be presented and voted upon during the first SCA meeting of the school year. Obtain training and support from ESCA members as needed.

Recording Secretary

Attend and record the minutes for all meetings. Distribute last month's meeting minutes at next general meeting for member approval. Participate in all SCA functions and activities. Keep a complete record of all minutes. At the end of office term, present documents to the incoming Recording Secretary. In conjunction with other SCA officers, prepare a proposed budget by August which shall be presented and voted upon during the September SCA meeting. May attend ESCA meetings. Obtain training and support from ESCA members as needed. May chair any SCA meeting in the absence of President and Vice President.

Treasurer

Maintain and report all SCA financial records on a monthly basis, including balancing the bank account with and producing the Treasurer's Report. Oversee the collection and deposit of all monies relating to any function.

Must be aware of Committee contact person(s) responsible for collecting money. Must obtain proper documentation from Committee to include check request, reimbursement, cash log forms and deposit detail within 24 hours of the next business day after the event.

Responsible for updating fellow board members regarding contact persons for all cashier transactions during an event.

Must ensure that there are two persons designated for all reporting transactions resulting from any event with monetary transactions.

Prepare checks for reimbursement and/or expenditures. Participate in all SCA functions and activities. With President or Vice President, sign checks for all expenditures and monies. Obtain training and support from ESCA members as needed. At the end of the term of office, present all records to the incoming SCA Treasurer.

Corresponding Secretary

Handle all correspondence in a timely manner. Correspondence may include: email, social media, invitations, thank you notes, good will cards. Attend all SCA general meetings. May handle notifications for elections, special meetings, and other events. Participate in all SCA functions. In conjunction with other SCA officers, prepare a proposed budget by August which shall be presented and voted upon during the first SCA meeting of the school year. May attend ESCA meetings. Obtain training and support from ESCA members as needed.