

**School & Community Association (SCA)
Nomination Form
for
2019-2020 School Year Officer Positions**

To you - the Parent or Guardian of a VTSD Student

The SCA is you ...

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 for one of the officer positions on the SCA Board.

**All nominations for officer positions must be received
by Monday, April 15, 2019**

as stated in the bylaws.

No late nominations can be accepted.

Note: If more than one person runs for a position, an election ballot, including a short biography of each candidate, will be sent to parents via email on Monday, April 29, 2019.

A description of duties for each of the Officer Positions can be found on the reverse side of this form.

There are other non-elected positions for which you may volunteer during the school year.

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

"Nomination Committee for * - SCA OFFICERS for 2019-2020 School Year"

**insert the name of the school that applies*

Complete and submit the information below and return in a sealed envelope to:
The attention of the designated school for your child in the 2019-2020 school year
by **Monday, April 15, 2019**

This form may be copied for multiple school use

NAME:	CHILD & GRADE:
PHONE #:	ALTERNATE PHONE #
STREET ADDRESS:	EMAIL:
SCHOOL: * <div style="text-align: center; border-top: 1px solid black; width: 80%; margin: 0 auto;"> 2019-2020 School Year SCA officer Elections </div>	POSITION OF INTEREST:

Questions or to obtain a copy of the SCA Constitution and Bylaws:

Please email the current SCA President for info about the SCA during the 2019-2020 school year:

CM: Denise Clarke	cedarmountainschoolsca@gmail.com	LH: Klm Rivera	kimlhsca@gmail.com
RH: Jen Remington	jenniferremi73@gmail.com	GM: Colleen Greenhalgh	ogmommaleen@gmail.com
VTHS: Charlene Van Vugt	vanvugtster@gmail.com		

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Duties for Officer Positions

President:

- ★ Prepare agenda with input from all SCA Officers and Principal
- ★ Coordinate and attend 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 end of term of office, present files to incoming President.
- ★ Serve as primary liaison with the school administration.
- ★ Represent the SCA organization at functions and the annual Back to School Night.
- ★ Attend Executive SCA (ESCA) Meetings
- ★ May, with Treasurer or Vice President, sign all checks for the expenditures and monies.
 - Two (2) signatures required for checks disbursed
- ★ Shall, with ESCA, prepare a proposed budget to be present at the May SCA meeting and voted on at the June SCA meeting.

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 Executive SCA (ESCA) meetings.
- ★ May, with President or Treasurer, sign all checks for the expenditures and monies.
 - Two (2) signatures required for checks disbursed
- ★ Shall, with ESCA, prepare a proposed budget to be present at the May SCA meeting and voted on at the June SCA meeting.

Recording Secretary :

- ★ Record minutes of all general SCA meetings
- ★ Participate in SCA functions
- ★ Attend general SCA meetings
- ★ Attend Executive SCA (ESCA) meetings
- ★ Keep a complete record of all minutes and, at end of term of office, present these to the incoming Recording Secretary.
- ★ May, with ESCA, prepare a proposed budget to be present at the May SCA meeting and voted on at the June SCA meeting.

Corresponding Secretary:

- ★ Handle all correspondence in a timely manner
- ★ Attend general SCA meetings
- ★ Participate in all SCA functions and activities.
- ★ May, with ESCA, prepare a proposed budget to be present at the May SCA meeting and voted on at the June SCA meeting.
- ★ May attend Executive SCA (ESCA) meetings.

Treasurer:

- ★ Maintain and report all financial records monthly.
- ★ Collect and deposit monies from all SCA functions and activities.
- ★ Keep and maintain a balanced bank account and, at the end of the term of office, present these to the incoming Treasurer.
- ★ Prepare checks for reimbursement and/or expenditures. 48 hours notification needed for expenditures accompanied by a receipt.
- ★ Participate in all SCA functions and activities.
- ★ May, with President or Vice President, sign all checks for the expenditures and monies.
 - Two (2) signatures required
- ★ Shall, with ESCA, prepare a proposed budget to be present at the May SCA meeting and voted on at the June SCA meeting.
- ★ Attend all general SCA meetings
- ★ Apply for licenses and complete appropriate state forms when necessary
- ★ May attend Executive SCA (ESCA) meetings

Questions or to obtain a copy of the SCA Constitution and Bylaws:

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