



School & Community Association (SCA) Nomination Form
for
2022-2023 School Year Officer Positions

*To you -
the Parent or Guardian of a 2022-2023 Rolling Hills 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.

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**All nominations for officer positions must be received
by Monday, April 11, 2022**

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 of all 2022-2023 Rolling Hills students via email on Monday, April 25, 2022.

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 RH-SCA OFFICERS for 2022-2023 School Year"

Questions or to obtain a copy of the RH-SCA Constitution & By-Laws:

Email the current RH-SCA Vice President: Kim White - kimwhite624@hotmail.com

Complete and submit the information below and return in a sealed envelope to:
Rolling Hills
by **Monday, April 11, 2022**

| | |
|---|-----------------------|
| NAME: | CHILD & GRADE: |
| PHONE #: | ALTERNATE PHONE # |
| STREET ADDRESS: | EMAIL: |
| SCHOOL: Rolling Hills 2022-2023 School Year SCA officer Elections | POSITION OF INTEREST: |



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Duties for Officer Positions

President:

- ★ Prepare agenda with input from all RH-SCA Officers and Principal
- ★ Coordinate and attend all RH-SCA meetings
- ★ Appoint Coordinators for functions and committees as needed.
- ★ Oversee and participate in all RH-SCA functions and activities.
- ★ Keep and maintain accurate files on all business activities.
- ★ At the end of term of office, present files to the incoming President.
- ★ Serve as primary liaison with the school administration.
- ★ Represent the RH-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 RH-SCA meeting and voted on at the June RH-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 RH-SCA functions and activities.
- ★ Attend all RH-SCA general meetings.
- ★ Attend Executive SCA (ESCA) meetings.
- ★ May, with the 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 RH-SCA meeting and voted on at the June RH-SCA meeting.

Recording Secretary :

- ★ Record minutes of all general RH-SCA meetings
- ★ Participate in RH-SCA functions
- ★ Attend general RH-SCA meetings
- ★ Attend Executive RH-SCA (ESCA) meetings
- ★ Keep a complete record of all minutes and, at the 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 RH-SCA meeting and voted on at the June RH-SCA meeting.

Corresponding Secretary:

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

Treasurer:

- ★ Maintain and report all financial records monthly.
- ★ Collect and deposit monies from all RH-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 RH-SCA functions and activities.
- ★ May, with the 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 RH-SCA meeting and voted on at the June RH-SCA meeting.
- ★ Attend all general RH-SCA meetings
- ★ Apply for licenses and complete appropriate state forms when necessary
- ★ May attend Executive SCA (ESCA) meetings