



Instructions: Please complete the form below by marking only **one** candidate per position unless indicated otherwise and return via email to BrookhavenPTAElection@gmail.com.

President

Kameya Shows-Ciers

Vice-President

Shannon Sarino

Secretary

Katelynn Knowles

MCCPTA Delegates (Select no more than three)

Kristen Woodruff

Treasurer

Ashley Walters

Fundraising Chairperson

Membership Chairperson

Dads Club Chairperson



Brief Position Descriptions:

President: The president will manage the operations of the PTA. The president serves as the presiding officer of the general membership and executive board meetings. It is the president's responsibility to be well prepared. The president directs the affairs of the PTA in cooperation with the other members of the board and general membership for the designated term based upon the PTA bylaws.

Vice-President: The vice-president will assist the president in meeting preparation and communications with the executive board and general membership. The vice president will perform the duties of the president in their absence or inability of the president to serve.

Secretary: The secretary will take minutes at each meeting and maintain a record containing the minutes and bylaw documents for the PTA. This person must be prepared to read the minutes from the previous meeting and ensure prompt distribution of the minutes for clarification or comment.

Treasurer: The treasurer will manage the budget and financial documents for the PTA. Requires the ability to keep an accurate and detailed account of all monies received and disbursed. Also requires presentation of the financial report at general meetings and executive board meetings. Must work closely with the president on these tasks and must attend all executive board and general meetings.

MCCPTA Delegate: The MCCPTA delegate will attend MCCPTA meetings as the PTA representative and report pertinent information back to our general membership.

Membership Chairperson: The membership chairperson will recruit members and maintain membership data throughout the school year.

Fundraising Chairperson: The fundraising chairperson will managing and oversee the fundraising/income producing events for the PTA. The fundraising chairperson will work with and delegate responsibilities to other sub-committee members to carry out the duties of the position.

Dads Club Chairperson: The dads club chairperson is responsible for collaborating with the PTA to address specific needs and concerns of fathers within the school. This position is also responsible for managing specific father and child events.