

GPA PO Executive Committee NOMINATION FORM

I wish to be considered for the following position on the 2010/2011 GPA PO Executive Committee and hereby submit my name for nomination. I understand the responsibilities and obligations associated with the position, as well as the time commitment involved, and agree to fulfill them as described: *(Nominees may submit their names for only one position per election.)*

- President.** The President shall be the Executive Officer of the GPAPO, presiding over meetings and the membership. The President shall oversee all activities and funds of the GPAPO. The President shall perform or be responsible for the duties of other Executive Committee members in the event of their absence. Specific responsibilities of the President include but are not limited to: oversight of the use of all GPAPO funds; signing checks from the GPAPO checking account; maintaining regular communication with the Headmaster; approving and signing expenditure forms; overseeing all GPAPO committees and their chairs and facilitating proprietary conduct of the Executive Committee. The President will represent the GPAPO and participate in fundraising and social events sponsored by the GPAPO.
- Vice President (President Elect).** The Vice President assists the President and performs duties of the Presidency in his/her absence; is a designated signer for Parent Organization checks; writes, approves, and/or signs expenditure forms to provide clarity and accountability for the bookkeeping records of the PO; automatically moves into the position of President the year after his/her term is completed to provide for continuity and consistency within the organization.
- Secretary:** The Secretary attends and keeps the minutes of all meetings; types up and makes available the record of minutes to all PO members at the next scheduled meeting; maintains files essential to the organization's record keeping; will at times be in charge of various correspondences directed to others as requested by the President or Vice President.
- Treasurer:** The Treasurer shall be the custodian of the GPAPO checkbook and verifiable records of funds for the GPAPO. The Treasurer shall receive all GPAPO funds and deposit them into the GPAPO bank account in a timely manner; write checks from approved Purchase Orders; and maintain accurate and up to date register of checks in full detail. The Treasurer does not have the authority to sign GPAPO checks. The check register shall be provided to the Bookkeeper once a month for reconciliation and accounting purposes. All records of funds shall be available to the Executive Committee at anytime. The Treasurer will represent the GPAPO and participate in fundraising and social events sponsored by the GPAPO.
- Bookkeeper:** The Bookkeeper is responsible for maintaining an accurate and up to date set of books representing the GPAPO's financial status. Once a month the Bookkeeper will receive the check register from the Treasurer and will reconcile the bank statements, update the Income and Expense Journals, and the General Ledger. These books are available to the Executive Committee and membership at anytime. Once monthly, with the exception of July and December, the Bookkeeper will provide detailed financial statements to the President. The Bookkeeper will represent the GPAPO and participate in fundraising and social events sponsored by the GPAPO. In the absence of the Treasurer, the Bookkeeper shall have the authority to write checks.

All board members are expected to represent and participate in all fundraising and social events that the Parent Organization Executive Committee oversees, if and when needed. Board members should also be prepared to attend all scheduled general PO meetings as well as any specially convened board meetings and participate fully.

PARENT/GUARDIAN PRINTED NAME

PARENT/GUARDIAN SIGNATURE

ENROLLED STUDENT'S NAME

DATE