



Demarest Home & School Association

NOMINATION BALLOT

for 2018-2020 EXECUTIVE BOARD POSITIONS

Open Positions: **Co-President & Treasurer**

All nominees must be current members of the Demarest Home and School Association and have two years of committee experience. The two years of committee experience do not have to be consecutive.

Please fill in all blank lines before submitting to the Nominating Committee via the Home & School mailbox in the office, prior to **March 9, 2018**. Please mark your envelope "Nominating Committee: Attention Laura Clifford/Gina Roman." Nominations will not be accepted after that date.

Note: ***Only those ballots that have been signed by the nominee will be accepted.***

Nomination Section

I, _____, nominate _____
(Please print clearly) (Please print clearly)

for the position of **TREASURER / CO-PRESIDENT** of the Demarest Home & School Association.
(Circle 1 position only)

The Nominee's two years of committee experience for the Demarest Home and School Association include:

1. _____ Dates: _____
2. _____ Dates: _____

Nominee's Section

I attest to being a current member of the Demarest Home & School Association and have met the criteria as stated in the Constitution of said organization and I accept the nomination for the position of _____ commencing with the 2018-2019 school year.

Print Name: _____

Signed: _____ Date: _____

Executive Committee Job Descriptions

Co-President:

The co-presidents shall jointly superintend the workings of the Association and preside at all meetings. The co-presidents shall insist upon the strict enforcement of the Constitution and By-Laws of the Demarest Home and School Association. Failure to do so may result in his or her impeachment/removal per Article XI of this Constitution. Additionally, the co-presidents shall be ex-officio member of all committees, with the exception of the Nominating Committee.

The co-presidents shall set a date just prior to the June HSA Meeting or as close to there as possible for an annual budget meeting. The co-presidents shall announce the date of the meeting at the May general meeting, and disseminate the information to as many members of the Association through the most practicable methods available to the executive committee, including but not limited to flyers to students, website, newsletter or email communications.

Treasurer:

The treasurer shall receive all monies belonging to the Association and deposit same funds in the name of the Association in such bank as may be designated by the executive committee. The treasurer shall make all payments ordered by the executive committee or requested by the executive board and such payments shall be reviewed by a co-president then signed by both the co-president and treasurer. The treasurer shall keep an accurate account of all receipts and disbursements and submit regular reports to the Association at the general meeting or at the request of the co-presidents. If the co-president has a question regarding any bill or payment to be made by the treasurer, the co-president shall bring the matter to the attention of the other officers for a review and the executive committee shall hold a vote on the payment or bill to be paid.

The treasurer shall close all accounts by May 15th, unless the executive committee gives prior approval for a later date. The treasurer shall have the accounts audited and/or reconciled between June 30th and September 1st, or at any time as designated by the Association's accountant.

The treasurer or his or her assistant shall be present at all of the Association's functions in which money is being collected by or on the behalf of the Association. If this is not possible, a co-president or the immediate past president must be present to collect the funds and turn same over to the treasurer.

The treasurer shall prepare and submit the Association's proposed budget for the following fiscal year no later than May 30th for review and approval by the membership at the annual budget meeting. The treasurer is responsible for an Annual Report of the previous fiscal year no later than December 31st.

The treasurer shall confirm and certify all officer elections as announced by the secretary.