

CFMS PTSA BOARD OFFICER NOMINATION FORM

CFMS PTSA is looking for nominations for officer positions for the 2025-2026 school year. If you are interested or would like to nominate someone who you think would be a good candidate, please send an email to Leah Kenna or Stephanie Kist by February 18th, 2025.

President: _____

Presides at all meetings, serves as an ex-officio member of all committees except Nominating and Financial Review committees. Coordinates the work of the officers and committees of the PTSA.

1st VP _____

Performs duties of President when President is absent, serves on district Installation of Officers committee, coordinates Veteran's Day Brunch Reception, and serves as the CFMS PTSA Nominating Committee chairperson.

2nd VP _____

Performs the duties of President in the absence or inability of PTSA President or 1st VP. Serves as the PTSA Fundraising chairperson.

Treasurer _____

Has custody of all PTSA funds and maintains a full and accurate account of receipts and disbursements and other duties outlined in the PTSA Unit Bylaws.

Secretary _____

Keeps a record of all meetings of the association and presents a written copy of such at the following meeting. Serves as the PTSA Membership chairperson.

Council Delegate _____

Council Delegate _____

Council Delegate (Alternate) _____

Attend Copley-Fairlawn PTSA Council meetings and report to the association. Delegates serve on at least one PTA Council committee per the CFMS PTSA bylaws.

If you have any questions about the job descriptions and responsibilities for a position, please contact Stephanie Kist or Leah Kenna. Thank you.

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