



March 2<sup>nd</sup> 2006

**Dear Parents of PS XXX**

**Spring is here and it is time to select candidates for the Executive Board of our Association for the 2005-2006 School year.**

**The following positions are open for nomination:** (see responsibilities on back) [Attach responsibilities of each position as outlined in PA/PTA Bylaws]

*[Position list is derived from each individual PA/PTA's Bylaws]*

President / Co - President

Treasurer

Recording Secretary

1<sup>st</sup> Vice President

2<sup>nd</sup> Vice President

3<sup>rd</sup> Vice President

Corresponding Secretary

At our February Parents Association Meeting held on \_\_\_\_\_ [Give Date of Feb Meeting] , the following Nominating Committee was formed.

**The Nominating Committee is:**

Jane Doe                                      Nominating Committee Chair (Board member graduating out)

John Green                                    Parent Member

Hank Parliment                              Parent Member

**Anyone wishing to be considered by the Nominating Committee for candidacy of these positions should fill out the following tear off and return to school Attn: Nominating Committee NO LATER THAN \_\_\_\_\_ . [at least a week prior to April Meeting] Please expect to hear from a member of the nominating committee prior to \_\_\_\_\_ [give date of April meeting].**

**Good Luck to All Potential Candidates !**

**PS XXX Parents' Association**

**Attn: Nominating Committee 2006**

Please fill out ALL information and print clearly.

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Email address \_\_\_\_\_

Child's Name \_\_\_\_\_ Child's Class \_\_\_\_\_

Position you are interested in \_\_\_\_\_