



**School & Community Association (SCA)
Nomination Form
for
2021-2022 School Year Officer Positions**

To you - the Parent or Guardian of a Lounsberry Hollow Student

The SCA is you ...

The SCA is dependent on you coming forward and taking an active role in your child's school.

If you are interested in becoming an important part of your child's school, please consider running for one of the officer positions on the SCA Board.

**All nominations for officer positions must be received
by Monday, April 19, 2021
as stated in the bylaws.**

No late nominations can be accepted.

Note: If more than one person runs for a position, an election ballot, including a short biography of each candidate, will be sent to parents of all Lounsberry Hollow students via email on Monday, April 26, 2021.

A description of duties for each of the Officer Positions can be found on the reverse side of this form.

There are other non-elected positions for which you may volunteer during the school year.

**All interested candidates must submit the lower portion of this sheet
in a sealed envelope marked:**

"Nomination Committee for LH-SCA OFFICERS for 2021-2022 School Year"

Questions or to obtain a copy of the LH-SCA Constitution & By-Laws:

Email the current LH-SCA President: Danielle Filato -- daniellefilato@gmail.com

Complete and submit the information below and return in a sealed envelope to:
Lounsberry Hollow
by **Monday, April 19, 2021**

NAME:	CHILD & GRADE:
PHONE #:	ALTERNATE PHONE #
STREET ADDRESS:	EMAIL:
SCHOOL: Lounsberry Hollow 2021-2022 School Year SCA officer Elections	POSITION OF INTEREST:



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Duties for Officer Positions

President:

- ★ Prepare agenda with input from all LH-SCA Officers and Principal
- ★ Coordinate and attend all LH-SCA meetings
- ★ Appoint Coordinators for functions and committees as needed.
- ★ Oversee and participate in all LH-SCA functions and activities.
- ★ Keep and maintain accurate files on all business activities.
- ★ At the end of term of office, present files to the incoming President.
- ★ Serve as primary liaison with the school administration.
- ★ Represent the LH-SCA organization at functions and the annual Back to School Night.
- ★ Attend Executive SCA (ESCA) Meetings
- ★ May, with Treasurer or Vice President, sign all checks for the expenditures and monies.
 - Two (2) signatures required for checks disbursed
- ★ Shall, with ESCA, prepare a proposed budget to be presented at the May LH-SCA meeting and voted on at the June LH-SCA meeting.

Vice President:

- ★ Assume Presidential responsibilities as needed if the President is absent.
- ★ Coordinate the progress of all activities and programs.
- ★ Participate in all LH-SCA functions and activities.
- ★ Attend all LH-SCA general meetings.
- ★ Attend Executive SCA (ESCA) meetings.
- ★ May, with the President or Treasurer, sign all checks for the expenditures and monies.
 - Two (2) signatures required for checks disbursed
- ★ Shall, with ESCA, prepare a proposed budget to be presented at the May LH-SCA meeting and voted on at the June LH-SCA meeting.

Recording Secretary :

- ★ Record minutes of all general LH-SCA meetings
- ★ Participate in LH-SCA functions
- ★ Attend general LH-SCA meetings
- ★ Attend Executive LH-SCA (ESCA) meetings
- ★ Keep a complete record of all minutes and, at the end of term of office, present these to the incoming Recording Secretary.
- ★ May, with ESCA, prepare a proposed budget to be presented at the May LH-SCA meeting and voted on at the June LH-SCA meeting.

Corresponding Secretary:

- ★ Handle all correspondence in a timely manner
- ★ Attend general LH-SCA meetings
- ★ Participate in all LH-SCA functions and activities.
- ★ May, with ESCA, prepare a proposed budget to be presented at the May LH-SCA meeting and voted on at the June LH-SCA meeting.
- ★ May attend Executive SCA (ESCA) meetings.

Treasurer:

- ★ Maintain and report all financial records monthly.
- ★ Collect and deposit monies from all LH-SCA functions and activities.
- ★ Keep and maintain a balanced bank account and, at the end of the term of office, present these to the incoming Treasurer.
- ★ Prepare checks for reimbursement and/or expenditures. 48 hours notification needed for expenditures accompanied by a receipt.
- ★ Participate in all LH-SCA functions and activities.
- ★ May, with the President or Vice President, sign all checks for the expenditures and monies.
 - Two (2) signatures required
- ★ Shall, with ESCA, prepare a proposed budget to be presented at the May LH-SCA meeting and voted on at the June LH-SCA meeting.
- ★ Attend all general LH-SCA meetings
- ★ Apply for licenses and complete appropriate state forms when necessary
- ★ May attend Executive SCA (ESCA) meetings