

Liholiho Laulima PTA Board Member Nominations

Nominate your favorite Community Contributor as a Laulima PTA Board Member!!!

The Laulima Board positions are typically two-year terms and there will be several openings for our next school year. All Board Members are required to attend all board meetings (once a month) and general membership meetings. Listed below are the open positions along with a brief description of its duties:

- ***President***
 - Preside at all Executive Board and General Membership Meetings
 - Assist with all committees where needed
 - Approve disbursements of the association
 - Oversee Treasurer duties
 - Present at school orientations and open houses
 - Coordinate annual Transition meeting

- ***Membership (VP1)***
 - Attend all executive board meetings & general membership meetings
 - Chairs membership committee
 - Maintains membership/voting rosters
 - Files membership information and payments with the Hawaii State PTSA

- ***Fundraising (VP5)***
 - Attend all executive board meetings & general membership meetings
 - Co-chairs fundraising committee
 - Plans fundraising projects in consultation with the executive board
 - Presents projects at 1st General Membership Meeting
 - Submits report at conclusion of each project

There will also be three appointed positions available. The title of this position and its required duties are as follows:

- ***December General Membership Meeting Chairperson***
 - Attend all executive board meetings & general membership meetings
 - Establish & chair the committee to plan December general membership meeting
 - Consult with the teacher representatives, Principal and custodians
 - Submits report at conclusion of meeting

- ***Special Activities Chairperson***
 - Attend all executive board meetings & general membership meetings
 - Coordinate the school's involvement in the annual Kaimuki Christmas parade
 - Attend the Kaimuki Christmas parade
 - Decorate the field for the school's May Day program (which is held every other year)
 - Submits report at conclusion of meeting

- ***Webmaster***
 - Attend all executive board meetings & general membership meetings
 - Maintain the current PTA website and post information/flyers from PTA members/school staff when requested
 - Check backups to ensure they are up-to-date
 - Submit invoices for payment when it is time to renew domain and webhosting services;
 - Upgrade website to newer versions as they come out
 - Submits report at conclusion of meeting

The Lualima Board members are parents/guardians (just like you!) that take the time to enhance the educational experience at Liholiho Elementary. The Lualima Board of Directors meet once a month (for about two hours) to get updates of current events and discuss programs and opportunities at Liholiho. So, lead your child(ren) by example and become a community contributor in the Liholiho Lualima PTA Board.

Please nominate candidates for the Liholiho Lualima PTA Board. Self nominations are welcome. Complete the form and return it to the office by April 22, 2016.

Aloha,

Nominations Committee

(Heather Florendo, Iris Salazar, Lawrence So, Scott Yoshihara)

Liholiho Lualima PTA Board Member Nomination Form

****Please return to the office by April 22, 2016**

I nominate _____
(Name)

for the Liholiho Lualima PTA Board to represent (please mark one box):

- President**
- Membership (VP1)**
- Fundraising (VP5)**
- December General Membership Meeting Chairperson**
- Special Activities Chairperson**
- Webmaster**

Nominee's Contact Information (Phone/E-mail): _____

Nominee's Child's Name and Grade: _____

Nominator's Name: _____

Nominator's Signature: _____