

## **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:

- ***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 (VP2, 3, 4, & 5) – 4 open positions***
  - Attend all executive board meetings & general membership meetings
  - Co-chairs fundraising committee
  - Plans fundraising projects in consultation with the executive board
  - Presents projects at 1<sup>st</sup> General Membership Meeting
  - Submits report at conclusion of each project
  
- ***Secretary***
  - Records the minutes of all meetings of the association, both general and executive board
  - Provide copies of minutes to all executive board members
  - Perform other delegated duties as assigned

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

- ***March General Membership Meeting Chairperson***
  - Attend all executive board meetings & general membership meetings
  - Establish & chair the committee to plan March general membership meeting
  - Consult with the teacher representatives, Principal and custodians
  - Submits report at conclusion of meeting
  
- ***May General Membership Meeting Chairperson***
  - Attend all executive board meetings & general membership meetings
  - Establish & chair the committee to plan May 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
  
- ***Hospitality Chairperson***
  - Attend all executive board meetings & general membership meetings
  - Plan & coordinate the potlucks at all executive board meetings
  - Ensure there are refreshments at all the general membership meetings
  - Perform other delegated duties as assigned

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 1 – 1.5 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 March 31, 2017.***

Aloha,

**Nominations Committee**

(Jocelyn Gabriel, Tricia Kunihiro, Shelby Ozaki, Lawrence So)

**Liholiho Lualima PTA Board Member Nomination Form**

**\*\*Please return to the office by March 31, 2017**

I nominate \_\_\_\_\_  
(Name)

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

- Membership (VP1)**
- Fundraising (VP2, 3, 4, & 5) – 4 open positions**
- Secretary**
- March General Membership Meeting Chairperson**
- May General Membership Meeting Chairperson**
- Special Activities Chairperson**
- Hospitality Chairperson**

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

Nominee's Child's Name and Grade: \_\_\_\_\_

Nominator's Name: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_