

# Will Carleton Academy

## Parent Forum

### ELECTION INFORMATION

Each year the Parent Forum members (all parents/guardians of students of WCA) elect candidates to serve for a one-year term in the position of President, Vice President, Treasurer, Secretary, and Liaison to the Board.

If you are interested in serving on the Parent Forum's Executive Board, please consider the following positions and duties:

<p><b>President:</b>          Preside over all meetings          Coordinate all activities          Serve on all sub-committees          Attends E-Board, PF, and sub-committee meetings</p> <p>Approximate time commitment: Average 4-8 hrs. per month</p>	<p><b>Vice President:</b>          Preside over meetings in President's absence          Attends E-Board &amp; PF meetings</p> <p>Approximate time commitment: Average 2-4 hrs. per month</p>
<p><b>Secretary:</b>          Take minutes at PF meetings          Attends E-Board &amp; PF Meetings</p> <p>Approximate time commitment: Average 3-5 hrs. per month</p>	<p><b>Treasurer:</b>          Handle all finances and pay all bills          Keep records of all finances          Work at Reverse Raffle          Attend E-Board, PF meetings and Financial Audit</p> <p>Approximate time commitment: Average 4-8 hrs. per month</p>
<p><b>Board Liaison:</b>          Attend the board meetings of WCA          Liaison to report on information          Attends E-Board, PF Meetings, and WCA board meetings</p> <p>Approximate time commitment: Average 3-6 hrs. per month</p>	<p><b>The E-Board and PF group do several activities. You may opt to help in some of those endeavors as an E-Board member: This may add a little extra time to your commitment.</b></p>

Nomination ballots will be included in the Monday Mailer on March 20, 2023 and will be due back on March 29, 2023.

If you are interested in nominating yourself, a current officer or a new member to serve on the Parent Forum Executive Board, please make it known by completing the nomination ballot.

If you are nominated, you will be contacted for permission to be included on the election ballot. You will be asked for a brief narrative of yourself if you choose to participate.

If you are nominated in more than one position, your name will appear in all positions of nomination. The elections will be determined in this order: President, Vice President, Treasurer, Secretary, and Board Liaison. Each section will have its own majority vote.

- Activities Supported by Parent Forum:

  - Pizza Day
  - Trunk or Treat
  - Ice Cream Social
  - Dads & Donuts
  - Morning with Mom
  - Parade Floats
  - Teacher Luncheons
  - Reverse Raffle
  - Charter School Week Events