

NSHS PTSO EXECUTIVE BOARD

CANDIDATES NEEDED FOR

2025-2026 SCHOOL YEAR

The NSHS PTSO Nominating Committee is currently looking for interested volunteers to fill ALL positions for the 2025-2026 Executive Board. Descriptions of all positions are available on the next pages.

**Why should you be involved with the PTSO?**

The PTSO is an essential element in the overall educational experience for our children. It provides much needed funding activities and support for our entire school community.

If you are interested in serving on the NSHS PTSO Executive Board, fill out the accompanying form. Please attach the form to an email, along with a brief description of your qualifications and/or experience in the body of your email, and send to northstaffordptso@gmail.com, chairperson of the nomination committee, by **March 26, 2025.** You do not need to have experience to be considered for an Executive Board position, just a willingness to serve the wonderful students and teachers and staff at NSHS!

NSHS board nominees must also be a member of the PTSO. Board nominees must be in good standing (paid dues, has not voluntarily withdrawn, been expelled, or suspended from the NSHS PTSO).

We welcome participation from all North Nation families!

* **Nominations will be announced on the NSHS website and emailed to all members by April 2, 2025.**
* **Elections will be held on April 9, 2025, at the NSHS PTSO General Membership meeting.**

With your involvement, the NSHS PTSO can continue to provide our children with the best support possible. On behalf of this year’s NSHS PTSO Executive Board, thanks for your help in making **NSHS the best high school in Stafford County!**



Yes, I am interested in making a difference at NSHS by serving on the PTSO Executive Board!

 Name:

Student Currently at NSHS: **☐YES ☐NO**

Phone #:

Email:

Position(s) interested in:

Experience:

**Description of Executive Board Positions and Responsibilities on the following page.**



**Description of Executive Board Positions and Responsibilities**

1. **President** shall preside at all meeting of the organization and of the Executive Committee at which he/she is present; shall serve as the official representative of the organization; shall, along with the Treasurer, have signature authority on accounts of the organization; shall hold debit card to be used on case-by-cases, with approval of the Executive Committee; shall perform such duties as may be prescribed in these by-laws or assigned to him/her by the PTSO or the Executive Committee; shall assist with PTSO events; and shall coordinate the work of the officers and committees of the Organization.
2. **Vice President, Fundraising** shall be responsible for the coordination of all fundraising activities of the organization; act as aide to the President; shall assist with PTSO events; and shall perform the duties of the President in the absence or disability of that officer to act.
3. **Vice President, Membership** shall be responsible for the coordination of membership recruitment activities and the maintenance of the membership roll of the organization; shall assist in PTSO events; and assist the President and fill in for the President when both the President and Vice President, Fundraising, are absent.
4. **Secretary** shall serve as parliamentarian; shall record the minutes of all meetings of the organization, including the Executive Committee; and shall assist with PTSO events. Minutes will be distributed to members of the Executive Committee within two weeks of the meeting and shall perform such other duties as may be delegated to him/her.
5. **Treasurer** shall perform the duties as outlined below: A. Financial Accounting/Reporting Duties 1. Have custody of all the funds, bank statements, debit and/or credit cards, and other financial records of the organization. 2. Keep a full and accurate account of receipts, expenditures, assets and liabilities of the organization in accordance with Generally Accepted Accounting Principles (GAAP). 3. Write checks (in accordance with the organization’s adopted budget) as authorized by the President, Executive Committee, or the PTSO and present them to an authorized Executive Committee member for signature. 4. Hold account debit card to be used on a case-by-case basis, with the approval of the Executive Committee. 5. Perform monthly bank account reconciliations to be presented to the Executive Committee. 6. Prepare monthly financial statements for presentation at regular meetings and at other times when requested by the Executive Committee. 7. Make a full statement of financial position at the meeting at which new officers officially assume their duties. 8. Update Virginia state sales tax exempt certification as required. 9. Ensure that all required tax returns are prepared and filed in a timely manner and in compliance with 501(c)(3) requirements including filing tax information for the IRS Form 990 annually. 10. Ensure that online payment fees charged by vendors are reflected in the budget. B. Audit of Organization’s Records 1. The Treasurer’s accounts shall be examined annually no later than two months after the organization’s fiscal year ends, by a Commonwealth of Virginia certified auditor or an audit committee of not less than three PTSO members, who, satisfied that the Treasurer’s annual report is correct, shall sign a statement of fact at the end of the report. The auditing committee shall be selected by the Executive Committee. No person is eligible to be on the audit committee who acted as Treasurer or had custody of the organization’s financial records at any time during the period under audit.

2. The Treasurer’s account shall be audited upon the occasion of a new Treasurer assuming office.