

NOMINATIONS for SCHOOL HOME ASSOCIATION OF DUKE ELLINGTON

The School Home Association of Duke Ellington (SHADE) has an Executive Committee consisting of elected members from the association body. The officers serve a one-year term and no more than two consecutive terms in the same position. The duties of each position are indicated below:

President - shall have general supervision and control of the business and officers of the Association which include day to day management of the Association; presiding over membership meetings; countersigning all drafts, checks, notes and orders and signing all records and documents which require their signature; approval of all circulars, communications and correspondence issued and financial transactions in Association's name; preparation and distribution of a written agenda for each membership meeting and appointment of Committee chairs. The President will also serve on the Board of Directors of The Duke Ellington School of the Arts Project (DESAP).

Co-Vice Presidents - shall, in the absence or disability of the president, perform all the duties of the President and supervise the affairs of the association. They shall have other powers and duties, as may be assigned from time to time by the Executive Committee or President. These roles may include responsibilities, but are not necessarily limited, in the following areas:

The focus for Communications would be to enhance and facilitate communications among SHADE members and between SHADE and others – at the school and in the community. This role entails identifying ways to improve communications, including developing and maintaining email lists and list-serves, ensuring that messages go out to parents through the phone master, overseeing the timely production and distribution of the annual student directory, and publicizing SHADE events to the broader community.

The focus for Programs would be to oversee the development and implementation of a series of programs as part of general membership meetings. In planning these programs, this role would entail consulting with SHADE members and school staff to identify programs that are relevant, important, and contribute to building the school-wide community. Programs may be designed to inform parents about school activities or functions and/or to provide parents with skills.

Secretary - shall have custody of all documents and records for the Association and duties include keeping records of the minutes of all Executive Committee and membership meetings; presenting written minutes at each Executive Committee and membership meeting; notifying membership and the Executive Committee of meeting; keeping the official membership list of the Association and other powers and duties as may be assigned by the Executive Committee or President

Treasurer - shall have custody, charge of and responsibility for all funds of the Association and duties include keeping records of all finances of the Association; presenting a written Treasurer's report at each meeting of the membership; charge of receipt and disbursement of the monies of the Association under the direction of the Executive Committee or President; depositing all monies received in the name of the Association in depositories as designated by the Executive Committee; keeping complete and correct account of all monies received by the Association; and other powers and duties as may be assigned from time to time by the Executive Committee or President.

Parliamentarian - responsible for ensuring that all procedural questions at meetings not covered by these By-laws and the order at meetings will be governed by *Robert's Rules of Order Newly Revised*, provided they are not inconsistent with law, policy, regulation and these By-laws.

NOMINATION FORM for SHADE EXECUTIVE COMMITTEE
(School Year 2011 – 2012)

Position	Nominee Name	Email	Telephone	Arts Department
President				
Co-Vice President				
Co-Vice President				
Secretary				
Treasurer				
Parliamentarian				

NOMINATION FORM to CHAIR SHADE STANDING COMMITTEE
(School Year 2011 – 2012)

Standing Committee Chair	Nominee Name	Email	Telephone	Arts Department
Nomination Committee				
Fundraising Committee				
Buildings & Grounds Committee				
Membership Committee				
Academic & Arts Committee				

**Please email completed form to shade4desa@gmail.com
no later than Friday, September 25, 2011**