

**Sunol Glen Community Club  
Board Member Nomination Form**

We would love to have as many people involved as possible so please nominate as many people as you wish on the Nominating Form below. Also, please feel free to nominate yourself or we will be at a disadvantage not knowing that you are interested. Please return the form below to the Sunol Glen Community Club box in the office. Thank you.

The following are short descriptions of each officer's duties. A full description of these duties can be found on the Community Club website under the "PTO Board" header.

**President** – coordinates the work of officers and committees of the Sunol Glen Community Club; presides at all general meetings of the Community Club.

**Vice President** – performs duties of the President in the absence of that officer; coordinates Community Club fundraising activities; checks the mail box regularly.

**Secretary** – produces meeting agendas, keeps accurate record of the proceedings of all Community Club meetings (i.e. minutes), conducts all necessary correspondence.

**Treasurer** – keeps permanent books of accounts and records; receives and retains copies of all deposits; pays all bills as authorized; leads annual budget process.

**Volunteer Coordinator** – determines needs and organizes volunteers to chair and staff Community Club activities.

***FORMS ARE DUE BY APRIL 25th***

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NOMINATING FORM

Please print the name of the person(s) you are nominating next to the applicable position. If you are interested in more than one position, please place a number from 1 to 3, in order of preference (1 being the most preferred).

OFFICER POSITIONS

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Volunteer Coordinator: \_\_\_\_\_