University of North Georgia
Parents and Family Association Willingness to Serve Form

Fall Annual Meeting — Saturday, Oct. 4, 2014, 8:30 to 9:30 a.m., UNG Dining Hall Green Room

Please complete this form if you are interested in volunteering for the PFA. Elections for Executive Board and Council positions will be held at the fall annual meeting on Saturday, October 4. The deadline for completion is 5 PM Wednesday, October 1st.

1. This form can be completed via google doc at:

   https://docs.google.com/forms/d/1B8Ta_oergBjHOSB2wuGzHaePmyU6vSyb3L4LiDEyzuY/viewform?usp=send_form

   Or

   2. You can complete this form, scan and email it to: fye-dah@ung.edu

Name ___________________________________________ Email _____________________________

Street Address ____________________________________

City ___________________________ State ___________ Zip __________________

Telephone _________________________________

Are you planning to attend the PFA breakfast on Family Day, Saturday, October 4? _Yes _ No

I would like to volunteer for a committee and/or general events. _____Yes _____ No

I am interested in running for elected office. _____Yes _____ No

I am a _____ Cadet Parent _____ Non-Cadet Parent.

See Page 2 for job descriptions of the elected positions.

I am interested in serving on the Executive Board as (may choose more than one):

_____ President _____ Vice President _____ Secretary _____ Treasurer

_____ Parliamentarian

I am interested in serving on the PFA Council as (may choose more than one as appropriate):

_____ Cadet Parent Representative _____ Non-Cadet Parent Representative

_____ At-Large Representatives. Six At-Large Representatives are elected, two of these positions will be reserved for a representative of the Corps of Cadets and a representative of then non-cadet student population.
Applicant information: Whether you are volunteering for a committee or planning to run for office, please list work, community and/or school activities in which you have been involved, describing your leadership roles and/or your skills, expertise and talents.

Signature ___________________________ Date ___________________________

Proposed descriptions of Elected Positions of the PFA Executive Board and Council

President. The President is the chief executive officer of the Association and only votes in tiebreaker situations. The President will preside at all meetings of the PFA, Executive Board and Council. He/she serves as the key liaison between the University and the community and ensures PFA programs and activities are in accordance with the organizational mission. In the event that the Treasurer is unable to fulfill the duties of that office, the president or a designee will be responsible for financial reporting until such time as the Treasurer is able to resume the duties of the office.

Vice President. The Vice President is the principal deputy to the President and presides at the meetings of the PFA in the absence of the President. The VP will serve as Secretary at Council meetings if the Secretary is unable to attend. He/she will oversee all committees and projects. The VP is responsible for keeping the President updated on committee developments. The VP will chair the Awards Committee and will either chair or appoint a Council officer designee to chair the Hospitality Committee.

Secretary. The Secretary will keep minutes of all meetings of the PFA and is the custodian of the records of the PFA. The secretary will submit for review to the Council and University
liaison, Council and annual meeting minutes within one week of each meeting. A summary of provisionally approved Council and annual meeting minutes will be posted to the Parent and Family Association website within two weeks of Council and annual meetings. The Secretary is responsible for role call and for tracking absentee excuses for Council and annual meetings. The Secretary will also send email notification to all membership regarding annual meetings and items of action for the annual meeting. In the event the Vice President is unable to fulfill the duties of that office, the Secretary will assume the duties of the Vice President until such time as the Vice President is able to resume the duties of the office or the Vice President’s term of office has expired. The Secretary will chair the Communications Committee.

**Treasurer.** The Treasurer is responsible for receipt and disbursement of all PFA funds and maintaining the financial records of the PFA. The Treasurer will chair the Finance Committee. Working with the Finance Committee, the treasurer will prepare and present an annual budget to the Council to be voted on and approved by voting members at the annual spring meeting. The Treasurer will be responsible for providing a written report detailing revenue and expenditures at meetings of the Council and the annual meetings of the PFA.

**Parliamentarian.** The Parliamentarian will ensure that all meetings run in a structured format and that the by-laws are followed. The Parliamentarian will serve as the chair of the Nomination and Elections committee.

**Cadet Parent Representative.** The Cadet Parent Representative will advocate for the needs of cadet students and parents. The Cadet Parent Representative will chair the Cadet Life Committee and serve as a liaison between University officials and the PFA.

**Non-Cadet Parent Representative.** Non-Cadet Parent Representative. The Non-Cadet Parent Representative will advocate for the needs of non-cadet students and parents. This position will serve as a liaison between University officials and the PFA and will recommend ad hoc committees and projects geared toward the specific needs of this student population.

**At-Large Representatives.** Up to six Active Association members will be elected to At-Large Representative positions by the voting membership at the fall annual meeting. Two of these at-large positions will be reserved for a representative of the Corps of Cadets and a representative of the non-cadet student population. In the event that both of these positions are not filled by election at the fall meeting, the two seats can be appointed by simple majority vote of the Council.