



everychild.onevoice.®

## West Hollow PTA Executive Committee 2018-2019 PTA Officer Nominating Form

The Nominating Committee was elected at the November 2017 PTA meeting. The five members of the Nominating Committee will be meeting to review and discuss all the applications submitted for positions on the Executive Committee of West Hollow PTA. It is their responsibility to nominate and present a slate at the May meeting of the best qualified individual for each particular position.

If you are interested in applying for a position or nominating another person, please fill out the bottom portion of this form, write a letter containing your (their) qualifications and a brief statement as to why you think you (they) are the best candidate. Be sure to include all your (their) PTA experiences from Elementary/Middle/High school and any other information pertaining to the desired position. You or your nominee must be a current member of WH PTA or a feeder school PTA in order to be a candidate for the Executive Committee.

### All nominations are due by March 1, 2018.

Please **MAIL** this entire form in a **sealed** envelope addressed to:  
**Nominating Committee**

**Attention: Nicole Giacomponello - Chairperson**

**8 Westvale Ln. Huntington, NY 11743** or hand it to any member of the Nominating Committee.

***Please do not drop off or mail to the WH PTA Mailbox.***

THE FOLLOWING ARE THE POSITIONS ON THE EXECUTIVE COMMITTEE AND A BRIEF DESCRIPTION OF THEIR RELATED DUTIES:

**PRESIDENT:** Presides over all meetings of the PTA, appoints the Standing and School Committee Chairman, coordinates the work of the officers and the committee, signs checks with the treasurer and prepares the Budget. **MUST** attend monthly President and Council meetings, as well as, any other required Council or District events.

### VICE PRESIDENTS(2):

**VP Fundraising:** Acts as aide to the President, oversees fundraising events.

**VP Membership:** Sells memberships, sends payments to NYS PTA, keeps Treasurer aware of membership numbers, provides Recording Secretary with an updated membership list and Corresponding Secretary with emails from the entire membership.

**RECORDING SECRETARY:** Records the minutes of all the meetings, maintains a permanent file of the minutes, committee reports, Historian Reports, membership lists and any other records relating to the work of the PTA.

**CORRESPONDING SECRETARY:** Conducts and maintains a file of all correspondences, sends notices of all meetings, sends email correspondence to members, and Benchmark Emails and coordinates PTA coverage at various events.

**TREASURER:** Have custody of all PTA funds, keep accurate account of receipts and expenditures, prepare budget for approval, present Treasurer's Report at all meetings, keep records and pays National, NYS & HHH Council PTA dues, pays NYS liability and fidelity bond, submit all financial recorders to auditor for annual examination, file forms to IRS & NYS agencies, keep President informed of all financial transactions.

**COUNCIL DELEGATES (2 representatives):** Attend council meetings, record minutes, attend District Committee meeting(s) if the representatives are unable to. Then submit minutes from meeting for District Committee Summary Report and report any additional information back to the PTA. Coordinates Council Hospitality.

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ CELL # \_\_\_\_\_

POSITION DESIRED \_\_\_\_\_

PREVIOUS COMMITTEES CHAIRED \_\_\_\_\_

PREVIOUS COMMITTEES WORKED ON \_\_\_\_\_