

HHH SEPTA Executive Committee Nomination Form
Positions for the 2018-2019 School Year

The Nominating Committee was elected at the January 25, 2018 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 HHH SEPTA. It is their responsibility to nominate and present a slate at the April 24, 2018 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 HHH SEPTA in order to be a candidate for the Executive Committee.

All nominations are due by April 10, 2018

Please return this form (***MUST BE A SEALED ENVELOPE***) to anyone on the nominating committee or form can be sent to

4 Macniece Place, Dix Hills, NY 11746.

Please address Attn: Nominating Committee

Questions? Tina Shek – Chairperson @ tinakimshek@hotmail.com or 917-683-0441

Or any member of the Nominating Committee listed below:

Michelle Cooke @ Cookemichelle39@gmail.com

Katherine Mileta @ 917-797-2831

Joanne Holmes @ 917-494-8628

Laurie Tow @ 516-523-9529

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

PRESIDENT or CO-PRESIDENTS: 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 PRESIDENT of FUNDRAISING Acts as aide to the President, oversees fundraising events and implements ideas to help raise funds for SEPTA's scholarship fund and other SEPTA activities.

VICE PRESIDENT OF MEMBERSHIP: Oversees the selling of memberships, keeps Treasurer aware of membership numbers, provides Secretary with an updated membership list and emails for the entire membership.

SECRETARY: Records the minutes of all the meetings, maintains a permanent file of the minutes, committee reports, membership lists and any other records relating to the work of the PTA. Also conducts and maintains a file of all correspondences, sends notices of all meetings, sends email correspondence to members 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.

(2) COUNCIL DELEGATES: 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.

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NAME _____ PHONE NUMBER _____

CELL # _____

POSITION DESIRED _____

PREVIOUS COMMITTEES CHAIRED _____

PREVIOUS COMMITTEES WORKED ON _____

Are you planning on applying for any other PTA Boards? _____