

Signal Hill Executive Committee Nominating Form  
Positions for the 2018-2019 School Year

The Nominating Committee was elected at the March 2018 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 The Signal Hill PTA. It is their responsibility to nominate and present a slate at the April 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 and 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 and any other information pertaining to the desired position. Please return this form in a **sealed** envelope addressed to:

**Nominating Committee – PTA Drawer #1, Signal Hill Elementary 670 Caledonia Road, Dix Hills, NY 11746.**

The nominee must be a current member of The Signal Hill PTA in order to be a candidate for the Executive Committee for the 2018/19 School Year. Please submit all nominations by March 26<sup>th</sup> 2018 by 9am to PTA Drawer to the attention: Nominating Committee Chair Elizabeth Saitzyk. **QUESTIONS? Nominating Committee Chair: Elizabeth Saitzyk [elzysait@gmail.com](mailto:elzysait@gmail.com)**

Saba Ahmed- [shansprincess7@hotmail.com](mailto:shansprincess7@hotmail.com)     Adriann Raschdorf-Nelson [alecsrun@yahoo.com](mailto:alecsrun@yahoo.com)  
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THE FOLLOWING ARE POSITIONS ON THE EXECUTIVE COMMITTEE & A BRIEF DESCRIPTION OF THEIR RELATED DUTIES:

CO-PRESIDENT: Presides at all meetings of the SH PTA, executive board and the executive committee; supervises the business of The Signal Hill PTA and performs the duties to the office of president as per the NYS PTA: signs and executes all contracts & agreements in the name of The Signal Hill PTA; In cooperation with the Executive Committee, appoints committee chairman; coordinates the work of the officers and committees of The Signal Hill PTA.

VICE PRESIDENT of CLASS PARENTS: Acts as aide to the president; presides at meetings in the absence of the president; represents the President upon request; runs mandatory class parent training and oversees all class parents throughout school year; schedules and plans annual volunteer breakfast; purchases and distributes holiday and year end gifts.

VICE PRESIDENT of COMMITTEES: Acts as aide to the president; presides at meetings in the absence of the president; represents the President upon request; distributes committee packets at beginning of school year and acts as liaison to committee chairs; schedules and plans annual volunteer breakfast; purchases and distributes holiday and year end gifts.

RECORDING SECRETARY: Records and maintains a permanent file of the minutes of all the meetings of general membership, executive committee and executive board; maintains a permanent file of committee reports, membership lists and any other records relating to the work of the Signal Hill PTA.

CORRESPONDING SECRETARY: Manage our Constant Contact Account; create and distribute weekly email newsletter; create monthly newsletter and calendar for distribution; create and schedule all e-mail blast correspondence as requested by President(s); conduct and maintains a file of all correspondences pertaining to the work of The Signal Hill PTA; sends notices of all meetings.

TREASURER: Has custody of all the funds of SH PTA; keeps accurate account of receipts and expenditures; makes disbursements as authorized by the president in accordance with the budget; presents Treasurer's Report at all meetings; submits all financial records to auditor for annual examination, file forms to IRS & NYS agencies; keeps President informed of all financial transactions.

DELEGATE: Attend monthly Council Meetings and report said meeting back to SH PTA Meeting. Attend any council standing committee where (1) Chair is unable to attend or (2) there is no committee chair for the SH PTA.

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

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

SCHOOL PTA POSITIONS HELD \_\_\_\_\_

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