

## HSE PTSA Executive Committee Nomination Form 2019 - 2020 School Year

The Nominating Committee was elected at the November 20, 2018 HSE PTSA 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 HSE PTSA. 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, please fill out the bottom portion of this form and sent it along with a brief statement as to why you feel you make the best candidate for the position. ***If you would like to serve the second year of your position, you MUST fill out a form letting the Nominating Committee know your intentions. You do not need to send in your qualifications as you have already done so the year prior.*** You must be a current member of the HSE PTSA or West Hollow PTA in order to be a candidate for the Executive Committee.

Please **MAIL** this entire form in a **sealed envelope** addressed to:  
**Nominating Committee, Attention: Anne-Marie Celt – Chairperson, 12 Arcadia Dr, Dix Hills, NY 11746**  
or **HAND** to any member of the Nominating Committee. ***Please do not drop off or mail to the HS East PTSA Mailbox.***  
***All nominations are due by March 27, 2019.***

The following are the positions on the Executive Committee and a brief description of their related duties:

**PRESIDENT(S)** - Presides over all meetings of the PTSA, appoints the Standing Committee Chairperson with the Executive Committee, coordinates the work of the officers and the committee, signs checks with the Treasurer and helps prepare the budget. You **MUST** attend the monthly Presidents Council Meetings. There may be one President, or two Co-Presidents.

**VICE PRESIDENTS**

**FUNDRAISING** - Acts as aide to the President and oversees and coordinates all fundraising events.

**MEMBERSHIP** - Acts as aide to the President, sells memberships, keeps the Treasurer aware of membership numbers, and provides Recording Secretary with an updated membership list.

**RECORDING SECRETARY** - Records the minutes of all meetings, maintains a permanent file of minutes, committee reports, membership lists and any other records relating to the PTSA.

**CORRESPONDING SECRETARY** - Maintains a file of all correspondence and presents it at the meeting, sends notices and coordinates hospitality for PTSA meetings.

**TREASURER** - Has custody of all PTSA funds, maintains an accurate account of receipts and expenditures, prepares budget, presents Treasurer's report at each meeting, pay National, NYS and HHH Council PTA dues, pay NYS Liability and Fidelity Bond, submit all financial records to audit committee, file IRS & NYS forms and keep President informed of all transactions.

**COUNCIL DELEGATES (2)** - Attend Council meetings and report any additional information to the PTSA, attend District Committee meetings if the Chairperson is unable to attend.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

FIRST POSITION DESIRED \_\_\_\_\_ SECOND POSITION DESIRED \_\_\_\_\_

PLEASE TELL US WHY YOU ARE QUALIFIED/PAST POSITIONS HELD: (use back of sheet) \_\_\_\_\_

\_\_\_\_\_  
Please list any other PTA units and positions you are applying for outside of HSE PTSA

Questions? email: [hseastpts@gmail.com](mailto:hseastpts@gmail.com) \* ***This Form Can NOT be emailed***

Nominations Committee: Anne-Marie Celt, Chairperson; Stacy Abramson; Virginia D'Ambrosi; Anne Joseph; Leslie Tolep