

Signal Hill Executive Committee Nominating Form
Positions for the 2019-2020 School Year

The Nominating Committee was elected at the March 2019 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 by Friday March 22, 2019 no later than 3pm 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 2019/20 School Year. **Please submit all nominations by Friday March 22, 2019 by 3pm.**

QUESTIONS? Please contact

Nominating Committee Chair: Saba Ahmed shansprincess7@hotmail.com / 516-280-0110

Nominating Committee Members:

Lisa Tuzzolo: Boommonk15@yahoo.com

Gilit Stein: 917-371-9703 / Gilit4pta@gmail.com

April Rane: 516-782-3914/ Aprilzahavi@gmail.com

Stephanie Klein Steph9549@aol.com / 516-404-3388

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

PRESIDENT/ 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.

VICE PRESIDENT of ARTS IN EDUCATION: Acts as aide to the president; presides at the meetings in the absence of the president; represents President upon request; attends monthly Arts in Education Council Meetings. Meets with Co-President and School Administration to schedule arts in education programs. Monitors budget for arts in education programs and ensures that all contracts with BOCES are submitted and correct. Must maintain detail files on past and present arts in education programs held at Signal Hill Elementary School.

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.

***All positions for the Executive Committee are responsible for attending monthly PTA general meetings and monthly Executive Committee meetings. In addition, Executive Committee members are expected to cover HHH PTA Council Meetings on an as needed basis.

***President / Co Presidents are mandated to attend monthly district-wide president meetings and monthly HH PTA Council Meetings.

.....

Please complete and return to

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

Please submit all nominations by Friday March 22, 2019 by 3pm.

NAME _____ PHONE NUMBER _____ CELL # _____

Email: _____

POSITION DESIRED _____

SCHOOL PTA POSITIONS HELD (Please indicate whether you were a chair, co-chair, committee member or a helping hand or class parent)

Please describe why you are a good candidate for the desired position (attach additional papers if needed):