

Calling All Parents.....



It's time for PTA Executive Committee Elections for 2019-2020

EXECUTIVE COMMITTEE MEMBERS

The Nominating Committee was elected at the February 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 Otsego's PTA. It is their responsibility to nominate and present a slate at the May PTA meeting of the best qualified individual for each particular position.

If you are interested in applying for a position or nominating another person, please write a letter and include the following information: your (their) qualifications and a brief statement as to why you think you (they) are the best candidate. Be sure to include your (their) PTA experiences and any other information pertaining to the desired position.

All nominations are due by March 29, 2019

Letters submitted after the deadline will not be considered.

The executive committee is comprised of the following elected positions: Co-Presidents (2), Vice Presidents (3), Treasurer, Recording Secretary, Corresponding Secretary and Delegates to Council (2). In addition, the executive committee of Otsego's PTA includes the Principal, Vice Principal and 2 Teacher Representatives.

Please keep in mind that all positions are open for nomination, as an officer that has served one term may not choose (or may not be chosen) to continue for a second term.

Questions? Contact Randi Raanan – Chairperson (917) 816-0211

Or any member of the nominating committee listed below:

Jenna Buckley, Doriann Kaplan, Lisa McGrory, Kerry Frain

To submit a letter of intent, please label the envelope "PTA NOMINATING COMMITTEE" (do not include your name on the outside of the envelope to ensure confidentiality) and return it to school.

Please see reverse side for Executive Committee elected position descriptions

BRIEF Description of PTA Executive Committee Elected Positions

Co-President (2)

Shall have general charge and supervision of the business and affairs of the association, prepare agendas & preside at meetings, represent PTA at district & state functions, appoint chairmen of standing committees, coordinate work of officers & committees, prepare calendar for the year, call executive committee meetings & special meetings of the executive board when necessary, share national/state/ district PTA mailings with unit members, be ex-officio member of all committees (except nominating and auditing), and sign all contracts for the association with name and title.

Vice President (3)

Shall act as an aide to the President and chair the annual membership drive. In the absence of committee chairs for the annual Spring Event fundraiser, the vice presidents will assume the role of chairs for this event.

Treasurer (1)

Shall be a custodian of all PTA funds, serve as chairman of the budget committee to prepare and present annual budget for adoption, report at all meetings, account for monies received and disbursed, keep president informed of financial transactions & alert executive board to budget lines near depletion/over budget, prepare for audit, complete annual report, pay council dues/ insurance premium/fidelity bond, and prepare & file form 990.

Recording Secretary (1)

Shall record minutes at executive committee, executive board & association meetings, inform district director of names/addresses of elected officers, maintain file of minutes/ committee reports/ membership lists/records of the association, bring require bylaws/ procedures/agenda/minutes/lists to meetings, and read correspondence at meetings.

Corresponding Secretary (1)

Shall conduct correspondence of the association as directed, send notices of meetings, type & photocopy all notices/flyers, and do all miscellaneous photocopying.

Delegate to Council (2)

Shall attend all District PTA Council meetings, report on Council meetings to executive board & the association, participate in council programs when asked or assigned, fill in at district meetings when asked and take care of hospitality for council meetings once during the year. District PTA Council meets once per month usually Wednesday mornings at 10:00am.

Any further questions can be directed to the Chair of the Nominating Committee:

Randi Raanan – Chairperson (917) 816-0211

Name _____

Phone Number & Email Address _____

Position Desired _____

Previous Committees Chaired _____

Previous Committees Worked On _____