



## West Hollow PTA Executive Committee 2020-2021 PTA Officer Nominating Form

The Nominating Committee was elected at the February 2020 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 West Hollow 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, 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 WH PTA or another PTA in order to be a candidate for the Executive Committee.

**All nominations are due by March 27, 2020.**

**Please mail your completed form to**

**Michelle Cooke**

**Nominating Committee Chairperson**

**P.O. Box 643 Wheatley Heights, NY 11798**

**or hand it to any member of the Nominating Committee:**

**Michelle Cooke, Erin Milohnic, Nicole Giacomponello, Geetika Rametra, & Grace Lofthouse.**

**Please DO NOT drop off or mail to the WH PTA Mailbox.**

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

**PRESIDENT:** 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 PRESIDENTS(2):**

**VP Fundraising:** Acts as aide to the President, oversees fundraising events.

**VP Membership:** Sells memberships, sends payments to NYS PTA, keeps Treasurer aware of membership numbers and provides Recording Secretary with an updated membership list.

**RECORDING 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.

**CORRESPONDING SECRETARY:** Conducts and maintains a file of all correspondences, sends notices of all meetings, sends email correspondence to members, Historian Reports 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.

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

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

ARE YOU APPLYING FOR A POSITION ON ANY OTHER PTA UNIT? \_\_\_\_\_

IF YES TO ABOVE, WHAT UNIT & WHAT POSITION \_\_\_\_\_

PREVIOUS COMMITTEES CHAIRED \_\_\_\_\_

PREVIOUS COMMITTEES WORKED ON \_\_\_\_\_