

BELLMORE ELEMENTARY PTA

WINTHROP AVENUE SCHOOL

C.A. REINHARD EARLY CHILDHOOD CENTER

SHORE ROAD SCHOOL

Dear Parents,

We are nearing our **PTA Election** season and will be electing new parent leaders to our **PTA Executive Committee** to serve for the 2022/23 school year. Our PTA Nominating Committee has been formed to help elect the Executive Committee candidates into office.

The attached pages describe each of the Executive Committee PTA positions:

Co-Presidents * Reinhard/Winthrop/Shore EVP's * Treasurer * Corresponding Secretary * Recording Secretary.

These positions carry a 1-year term with the option of putting in for a 2nd year (in the same position). *Each position cannot be held for more than two consecutive years.* While being Co-President requires a good deal of prior knowledge, we have other positions available to those who are organized, have good communication skills, and are committed to helping our PTA continue to strive. ***We need your help, PLEASE consider submitting a form.***

You MUST fill out an Executive Committee Nomination Form and send it in a sealed envelope marked **'PTA NOMINATIONS'**. Keep in mind... You can nominate yourself AND/OR nominate someone else that you feel would be a great choice for a position.

THE DEADLINE FOR THE NOMINATION FORM IS FRIDAY, JANUARY 21st

Once forms are received, the Nominating Committee will review the nominations and present their recommendations at the March 1st PTA Election Meeting. **Please know that all nomination forms are kept confidential.** If you have any questions concerning these forms or the nominating process itself, please feel free to contact any of the committee members listed below.

NOMINATING COMMITTEE:

Chairperson: Nikki Zimberg (516) 376-1641

**Debra LoCascio * Nicole Oberst * Brianna Bachrach * Elizabeth Scuccimarri
Kristin Wong-Valle * Jamie Braverman * Rachel Puleo * Brenda Gallo**

**You must be a PAID member of the PTA in order to hold a position and be a part of the voting process. We need your involvement to guarantee the continued success of our PTA. We appreciate you taking the time to consider volunteering and hope you will play an active role in our PTA next year.

Attention: In April, the Appointed Committees request form will be sent out with a full description of all other committees. The newly-elected Executive Committee will get together to appoint those slate positions.

THE EXECUTIVE COMMITTEE:

The Executive Committee members are Officers of the association. The primary role of the executive committee is to work as a collaborative team to help plan the activities and programs for our PTA. They make recommendations to the executive board and are responsible to the members who have elected them.

Co-Presidents: (2 positions)

Preside over the unit and oversee PTA activities in all three schools. Mentor and provide assistance to Executive Board and Committees. As liaison for the PTA, keep open communications with the superintendent, principals, school officials, BFO, etc.

- The spokesperson for the unit
- Prepare meeting agendas and lead monthly PTA meetings
- Responsible for filing/approving/updating forms:
 - Bylaws, insurance payments, approved procedures, flyers, and instructional forms
- Attend legislative and budget meetings within the district and with the BFO
- Attend monthly morning meetings with the superintendent and evening Board of Education meetings
- Sign contracts, checks, and approve expenditures
- Keep abreast of State PTA policies and changes and attend training classes, as needed
- Be available in the daytime/evening to help assist committees with PTA functions & events

Executive Vice-President: (6 positions – 2 per school)

Direct the PTA affairs at each of the schools. Supervise and provide assistance as needed to representatives of Committees for that school & report to the Co-Presidents.

- Coordinator for committees at designated school
- Collect mail at your school, organize and distribute
- Meet with the Principal to help organize programs/events at the school
- Attend & report at monthly PTA meetings
- Attend monthly morning meetings with the Superintendent and evening Board of Education meetings
- Be available in the daytime/evening to help assist committees with PTA functions & events

Treasurer: (1 position)

The authorized custodian of all funds. Responsible for obtaining all deposit slips from the Finance Committee, disbursing all monies as prescribed in our by-laws and keeping accurate and detailed records of all money received and disbursed in the treasurer's permanent record.

- Report at the Executive Board and General Membership meetings
 - The receipts and disbursements
 - The total balance on hand on the date of the report
- Responsible for preserving all vouchers, receipts, bank statements and canceled checks
- Serve as chair of the budget committee to prepare a budget submission to executive board for review and to the association for adoption
- Arrange quarterly audits (Must have QuickBooks software experience)
 - Making sure books are audited annually in accordance with the by-laws and delivering to auditor(s):
 - Checkbook, bank statements, treasurer's books, paid bills, canceled checks, receipts, and vouchers
- Prepare a tax return due in November of each year

Recording Secretary: (1 position)

Recording Secretary is responsible for recording minutes at all meetings of the Executive Board and General Membership meetings and preparing minutes to be presented for approval at the following meeting.

- Responsible for bringing paperwork to each PTA meeting including but not limited to bylaws, resource guides, standing rules, colored paper for voting, etc.
- Keep records of the approved procedure book (standing rules) and board members' attendance at meetings
- Act as custodian of all records (Google Suite) except those specifically assigned to others

Corresponding Secretary: (1 position)

Corresponding Secretary is responsible for receiving all correspondence, notifying members of meetings, sending mail pertaining to all PTA matters and sharing correspondence at all PTA meetings.

- Share correspondence at meetings
- Notifying members of meetings and sending out monthly reminder flyers for PTA meetings

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EXECUTIVE COMMITTEE NOMINATION FORM

Please fill out this form if you are interested in an Executive Committee position.
(*Co-President, EVP, Treasurer, Recording Secretary, or Corresponding Secretary*)

Name of Nominee: _____

Address: _____

Phone number: _____ **Email:** _____

Childrens name(s)/grade in Sept 2022: _____

POSITION(s):

Briefly describe why you feel this position is a good fit for you:

If you are putting in for more than one position, you can indicate it on the form or copy and fill out an additional form.

*****Please place this form in an envelope labelled PTA NOMINATIONS*****