

Please consider running for a position on the **2020-2021 PS 267 PTA EXECUTIVE BOARD**

Nominations are held at the PTA Meeting on May 19, 2020

Come be a part of the team!

CO-PRESIDENTS

The President or Co-Presidents shall preside at all meetings of the PTA and shall be an ex-officio member of all committees except the nominating committee. The President or Co-Presidents shall provide leadership for the members. The President or Co-Presidents shall appoint chairpersons of PTA committees with the approval of the Executive Board. The President or Co-Presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all PTA and school activities. The President or designated Co-President (see bylaws provision below) shall attend all regular meetings of the district presidents' council and shall be a core member of the school leadership team. In the event that the PTA elects Co-Presidents, the remaining executive board members in consultation with the PTA will determine which Co-President will serve as the core member on the school leadership team and which Co-President will serve as the school's representative to the district presidents' council. The President or Co-Presidents shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings. The President or either of the Co-Presidents or his/her designee shall represent the PTA on district committees. The President or Co-Presidents shall assist with the June transfer of PTA records to the incoming Executive Board.

CO-VICE PRESIDENTS OF FUNDRAISING

The Vice President of Fundraising or Co-Vice Presidents of Fundraising shall be responsible for the development and coordination of all fundraising efforts and events. The Vice President of Fundraising or Co-Vice Presidents of Fundraising shall assist with the June transfer of PTA records to the incoming Executive Board.

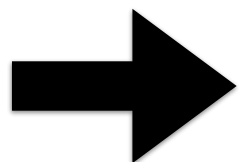
CO-VICE PRESIDENTS OF COMMUNITY EVENTS

The Vice President of Community Events or Co-Vice Presidents of Community Events shall be responsible for coordinating and overseeing all PTA-sponsored community building events and initiatives. The Vice President of Community Events or Co-Vice Presidents of Community Events shall assist with the June transfer of PTA records to the incoming Executive Board.

VICE PRESIDENT OF PARENT RELATIONS

The Vice President of Parent Relations Relations will be the liaison between Class Parents and the PTA Executive Board and promote parental involvement. The Vice President of Parent Relations shall assist with the June transfer of PTA records to the incoming Executive Board.

Turn Over for More...



CO-RECORDING SECRETARIES

The Recording Secretary or Co- Recording Secretaries shall maintain the official record (minutes) of the proceedings and actions of all PTA meetings. The responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials distributed. The Recording Secretary or Co-Recording Secretaries shall prepare and read the minutes of each PTA meeting and shall make copies of the minutes available upon request. He/she shall maintain custody of the PTA's records on school premises. The Recording Secretary or Co- Recording Secretaries shall sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the PTA bylaws with the latest amendments are on file in the principal's office. The Recording Secretary or Co-Recording Secretaries shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the PTA. The Recording Secretary shall assist with the June transfer of all PTA records to the incoming Executive Board.

CORRESPONDING SECRETARY

The Corresponding Secretary will oversee the newsletter and outgoing communication about meetings and events from the PTA Executive Board to the parent body. The Corresponding Secretary shall maintain updated records of the class lists and membership list. The Corresponding Secretary shall assist with the June transfer of all PTA records to the incoming Executive Board.

CO-TREASURERS

The Treasurer or Co-Treasurers shall be responsible for all financial affairs and funds of the PTA. The Treasurer or Co-Treasurers shall also be responsible for maintaining an updated record of all income and expenditures on school premises. The Treasurer or Co- Treasurers shall adhere to and implement all financial procedures established by the PTA. The Treasurer or Co-Treasurers shall be prepared to present and provide copies of financial reports at all PTA meetings. The Treasurer or Co-Treasurers shall also prepare and provide the January 31st interim and June annual financial accounting reports. He/she shall make available all books or financial records for viewing by members upon request and for audit. The Treasurer or Co-Treasurers shall prepare all financial records and assist with the June transfer of all PTA records to the incoming Executive Board.

CO-EXTERNAL AFFAIRS REPRESENTATIVES

One Co External Affairs Representative will represent the PTA at all community meetings. One Co External Affairs Representative will liaise between the PTA and the After School affiliates.

MEMBERS AT LARGE

Two Member-At-Large positions will be filled by incoming parents. A special expedited election will be held no later than the October General Membership Meeting. Each Member-At-Large is a voting member of the Executive Board and expected to chair committee or event.

**Questions? Please reach out to the
NOMINATING COMMITTEE
elections@ps267.org**

Jodisue Rosen , Sandra Scheier, Alison Devlin + Fred Moura

2020-2021 PS 267 PTA EXECUTIVE BOARD Nomination Form

Nominate yourself or someone else (Please print clearly)

Print Name:	_____
Childs Name:	_____
Childs Class:	_____
Position:	_____
Email:	_____
Phone:	_____

Please check this box if you are nominating someone else.
Please write your name down here _____.

Please return this form via email (elections@ps267.org), in a sealed envelope addressed to the Nominating Committee by orange folder or drop in the PTA mailbox. If you are nominating someone else the nominating committee will reach out to the person nominated.

Questions? Please reach out to the NOMINATING COMMITTEE
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