

Nesaquake Middle School PTA Nominating Committee Form

It's time to start the process of putting together a Nesaquake PTA Executive Committee for the 2015-2016 school year.

In accordance with our bylaws, a nominating committee has been formed to select a slate of officers for election for the 2015-2016 PTA. The role of this committee will be to select appropriate candidates for each office who will work together as a unified Executive Committee. You are encouraged to participate in this process by offering nominations (yourself and/or someone else, with their consent). As per our bylaws, eligible candidates must currently be members of this PTA. The nominating committee will announce their slate of officers at the May 13, 2015 PTA meeting, with the elections and installations held immediately after. All nominations (except those slated) are kept confidential in fairness to all nominated.

If you are submitting a nomination for more than one position, please list in order of preference. Place this completed form in a sealed envelope marked "PTA Nominating Committee" in the PTA mailbox by May 1, 2015.

Receipt for nominations will be acknowledged by a phone call and all candidates will receive a follow-up letter in the mail once the position has been slated. Thank you for your participation in our electoral process. Please feel free to contact any member of the current Executive Committee for additional information.

Your Name: _____ **Phone:** _____

- President:** Coordinates the work of the unit. Appoints chairpersons of standing committee in accordance with the bylaws. Serves as ex officio member of all committees, except nominating and audit. Represents units, or appoints an alternate, at Superintendent's Presidents Roundtable.

I nominate: _____ Phone: _____

- 1st Vice-President/ Programming:** Represents and assists Presidents as needed. Must be prepared to temporarily assume role of president. Coordinates all programs, events and activities sponsored by the PTA. Represents the association at meetings the president cannot attend. Presides at meetings of the association when the president is unable to attend.

I nominate: _____ Phone: _____

- 2nd Vice-President/Fundraising:** Responsible for all fundraising activities. This person can supplement established fundraisers, as well. Works closely with treasurer. An assistant to position can be appointed.

I nominate: _____ Phone: _____

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- Recording Secretary:** Keeps minutes and attendance records of executive and PTA meetings. Reviews minutes for membership. Keeps separate list of motions made during the year. Maintains a printed file of minutes, committee reports, membership lists and record of the association. Maintains and updates PTA bulletin boards. Submits publicity notices to appropriate publications. Historians with photo albums.

I nominate: _____ Phone: _____

- Corresponding Secretary:** Conducts correspondence of the association as directed by the president, the executive board, or the association. Sends notices of meetings to membership, executive committee and executive board. Keep membership informed and maintains up-to-date files of all correspondence received. Prepares Parent information brochure, monthly meeting agendas and turns in dates of events for the monthly school calendar. Keeps files of all association correspondence. Custodian of all committee files. Acts as support staff for president and executive board committee members.

I nominate: _____ Phone: _____

- Treasurer:** Authorized custodian of PTA funds. Receives and disperses all monies as prescribed by the bylaws. Pay all bills and keep accurate and detailed records of all monies received and dispersed. PTA checks require swignature of the treasurer and the president. The treasurer must be bonded. Submits insurance premiums, state and national PTA portions of dues collected. Report at association meetings all balances in accounts. Works very closely with the President and the 2nd Vice President of fundraising throughout the year.

I nominate: _____ Phone: _____

- Council Delegate:** Attends all council, executive board and association meetings. Represents the unit in the council voting body. Presents all issues requiring an instructed vote to the council. Report any concerns of the unit to council. Reports all motions and decisions of the council meetings. Keeps a procedure book of activities as a guide to future delegates. Represents unit at the Smithtown Council of PTA's. Acts as unit liaison for Smithtown Scholarship fund and other committees that may arise from council. Coordinates hospitality for one council meeting per year.

I nominate: _____ Phone: _____

Officers are required by the bylaws to regularly attend executive committees and PTA meetings. Those officers are also expected to participate in appropriate training as offered by Suffolk District PTA.