



ELECTIONS ARE COMING!

We are looking for dedicated, passionate, committed volunteers who are willing to step up!

October 21, 2021 @ 6 PM

President

Serves as leader & key contact for the association; presides at all PTA meetings including executive committee; ex-officio member of all committees except nominating; appoints chairpersons for all committees; performs duties outlined in bylaws/assigned by the PTA membership/the executive committee; coordinates the work of the officers & committees to meet the objectives of the association; one of the (3) mandatory officers of the association & one of the signatories on PTA financial accounts. The President represents the PTA at the following meetings: School Leadership Team (SLT), School Safety, PTA-School Administration, and District Presidents' Council. Term: 1 year October 22, 2021 - June 30, 2022

Vice President

Acts as aide to the President; performs the duties of the President in the absence /inability of the officer(s) to serve; assume other responsibilities as assigned by the President or the Executive Committee; coordinates the general activities of any Special Committees created by the Executive Committee; one of the signatories on PTA financial accounts. Term: 1 year October 22, 2021 - June 30, 2022

Recording Secretary

One of the (3) mandatory officers of the association; serves as record keeper of the association – maintaining current bylaws, files of communications, papers, and documents (electronic & print); takes, prepares, and posts in a timely manner the minutes of all General Membership & Executive Committee meetings; prepares agenda for the General Membership meetings with the assistance of the President; prepares any materials for distribution/reference at General Membership meetings; keeps the calendar of events (electronic & print) for the PTA; performs duties outlined in bylaws/assigned by the President or the Executive Committee. If the Corresponding Secretary position is not filled the Recording Secretary conducts the correspondence & publicity for the PTA. Term: 1 year October 22, 2021 - June 30, 2022

Treasurer

Serves as custodian of association funds – receives and disperses all funds of the organization as authorized by the President or the Executive Committee; keeps accurate record of receipts & expenditures; prepares & presents financial reports at every meeting & at other times as outlined in the bylaws or requested by the Executive Committee; be present at all PTA events where money collected; prepares the books for an audit; performs duties outlined in bylaws/assigned by the President or the Executive Committee. One of the (3) mandatory officers of the association & one of the signatories on PTA financial accounts. Term: 1 year October 22, 2021 - June 30, 2022

Corresponding Secretary

The corresponding secretary prepares the correspondences for the association & manages publicity for the PTA events & activities, including meeting announcements, newsletter & bulletin boards; co-manages membership for the association – keep accurate records, prepares PTA Directory, co-responsible for membership drives; assist the Recording Secretary with maintaining files, communications, papers & documents of the association; and performs duties outlined in bylaws/assigned by the President or the Executive Committee. Term: 1 year October 22, 2021 - June 30, 2022

Any parent/legal guardian of a currently enrolled IS 238Q student is eligible to hold office, unless an employee of the school.

Please use the nomination form (OVER) to express your interest in/submit a name for one of the open positions above. Forms should be submitted by **Monday, October 18**. Candidates do not need to be present at the election to run. However, you need to be present to vote. Attendance at the October Election Meeting is preferred. Need more info or have questions? Contact the Nominating Chair Mariela Rivera via email lovingmyboys38@gmail.com.

IS 238Q PTA
Nomination Form 2021-2022

PLEASE PRINT CLEARLY and Return completed form via EMAIL to: lovingmyboys38@gmail.com

Type of Nomination

- Nominating Another
- Self-Nomination

Your Name _____

Candidate Information

Name _____

Mobile Phone _____

Other Phone _____

Circle One: Home Work

Email _____

Home Address: _____

Scholar Name _____

Scholar Class/Teacher _____

Relation to Scholar: Parent Guardian Grandparent Stepparent Other _____
(Circle One)

Position Considering

President

Treasurer

Vice President

Corresponding Secretary

Recording Secretary

Please provide a brief bio (one paragraph) use additional paper if needed. At election meeting be prepared to make a short speech introducing yourself, sharing why you want to be elected, highlights of PTA or similar service, and any special skills you bring to the PTA. If not able to be present, your statement will be read to the membership.
