

Your Child's School Needs Your Help!

PTA 2018/2019 EXECUTIVE BOARD ANNUAL SPRING NOMINATIONS

(1 year term from July 1, 2018- June 30, 2019)

**Saturday, June 9, 2018
10:00 am – 11:00 am EWSIS Cafeteria**

President, Recording Secretary and Treasurer are core positions and must be filled if school wants a PTA. Nominations will continue for the following Officers¹ positions of the PTA Executive board:

President (Co-Presidents²) – Nominee: no nominationst

Recording Secretary – Nominee: Dayneice Young

Treasurer – Nominee: no nominations

Corresponding Secretary – Nominee: no nominations

Nominations will be officially closed, June 9, 2018 (morning of the election)

Please be an active part of your child's education, every voice counts and all parents are essential volunteers to improving their school experience.

For a detailed description of each Board Member's responsibility turn page over.

Nominations will be taken from the floor or email The Nominating Committee below, your interest for any of the positions listed above.

Sincerely,

Karen Curzio (karencurzio@gmail.com)

The Nominating Committee

¹ There shall be no qualifications for any office other than to be a parent of a child attending East West School of International Studies.

² Two willing members may serve as Co-Presidents providing they have been Nominated as a team and have been elected as a team.

PTA Executive Board Position Descriptions

President, Recording Secretary and Treasurer are core positions and must be filled if school wants a PTA

1. **President**: The duties of the president shall include but are not limited to the following:
 - a. preside at all meetings of the Association;
 - b. is an ex-officio member of all committees except the nominating committee;
 - c. appoint Association committee chairpersons with the approval of the executive board;
 - d. encourage meaningful participation in all parent and school activities;
 - e. provide opportunities for members' leadership development;
 - f. delegate responsibilities to members of the Association as needed;
 - g. attend all regular meetings of the presidents' council;
 - h. is a mandatory member of the School Leadership Team³;
 - i. meet regularly with the executive board members;
 - j. plan the agendas for the general membership meetings;
 - k. is one of the eligible signatories on checks, and
 - l. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

2. **Recording Secretary**: The duties of the recording secretary shall include but are not limited to the following:
 - a. record minutes at all Association meetings;
 - b. prepare notices, agendas, sign-in sheets and materials for distribution;
 - c. prepare and read the minutes at Association meetings;
 - d. distribute copies of the minutes for review and approval by the general membership;
 - e. maintain the custody of the Association's records on school premises;
 - f. incorporate all amendments into the bylaws, and;
 - g. ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office;
 - h. may be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association⁴; and,
 - i. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

3. **Treasurer**: The duties of the treasurer shall include but are not limited to the following:
 - a. responsible for all financial affairs and funds of the Association;
 - b. maintain an updated record of all income and expenditures on school premises;
 - c. is one of the signatories on checks;
 - d. adhere to and implement all financial procedures established by the Association;
 - e. prepare and present a written report of all transactions at every executive board and general membership meeting (which includes income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period);
 - f. prepare the Association's interim and annual financial reports;
 - g. make available all books and financial records for viewing by members upon request and for audit;
 - h. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

4. **Non-Mandatory Officers**⁵: The duties of the any other members shall include but are not limited to the following:
 - a. assist the mandatory members with regular duties and shall assume the duties in their absence or upon request;
 - b. may be one of the signatories on all checks;
 - c. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

³ Co-presidents must determine who will serve on the SLT and who will attend President Council meetings.

⁴ Associations may choose to elect a Corresponding Secretary, and in such cases these responsibilities fall to that office holder.

⁵ Non-mandatory officers may include but are not limited to; Vice – President, Corresponding Secretary or Parliamentarian. Duties of non-mandatory officers can be found in Robert's Rules of Order Newly Revised.