

Half Hollow Hills PTA Council Executive Committee Nomination Form
Positions for the 2017 -2018 School Year

The Nominating Committee was elected at the November 2016 PTA meeting. The seven members of the Nominating Committee will be meeting to review and discuss all the applications submitted for positions on the Executive Committee of the HHH Council. It is their responsibility to nominate and present a slate at the April meeting (if possible) of the best qualified individual for each particular position.

If you are interested in applying for a position or nominating another person, please fill out the attached portion of this form. Additionally, write a letter containing your/their qualifications and a brief statement as to why you think you (they) are the best candidate for the position. Be sure to include all of your/their PTA experiences from Elementary/Middle/High School, Council Level and any other information pertaining to the desired position. The nominee must be a current member of PTA Council in order to be a candidate for the Executive Committee.

Please return this form no later than Friday, March 27th in a sealed envelope addressed to:

Matthew Glaser, Nominating Committee Chair
32 Wagon Wheel Lane
Dix Hills, NY 11746
QUESTIONS? Matt Glaser (917) 515-7101

THE FOLLOWING ARE THE POSITIONS ON THE EXECUTIVE COMMITTEE AND A BRIEF DESCRIPTION OF THEIR RELATED DUTIES:

PRESIDENT: Presides at all meetings of the council, executive board and executive committee; supervises the business of the council and performs the duties to the office of president as per the NYS PTA; signs and executes all contracts & agreements in the name of council; in cooperation with Executive Committee, appoints the committee chairmen; coordinates the work of the officers and committees of the council.

VICE PRESIDENT: Acts as aide to the president; presides at meetings in the absence of the president; represents the President upon request.

RECORDING SECRETARY: Records and maintains a permanent file of the minutes of all the meetings of council, executive committee and executive board; maintains a permanent file of committee reports, membership lists and any other records relating to the work of the council.

CORRESPONDING SECRETARY: Conducts and maintains a file of all correspondences pertaining to the work of the council; makes copies and sends notices of all meetings.

TREASURER: Have custody of all council funds; keep accurate account of receipts and expenditures; make disbursements as authorized by the president in accordance with the budget; serve as chairman of the budget committee to prepare budget for approval; present Treasurer's Report at all meetings; submits all financial records to auditor for annual examination, file forms to IRS & NYS agencies; keeps President informed of all financial transactions.

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NAME _____ Contact Number: _____

POSITION DESIRED _____

PREVIOUS COUNCIL POSITION (S) HELD _____

PREVIOUS COMMITTEES CHAIRED _____

PREVIOUS COMMITTEES WORKED ON _____
