

NOMINATE YOURSELF for the 2019-2020 PTA Executive Board!

You should consider serving on the PTA Executive Board if:

- You want to make a difference at your child's school
- You want to gain insight about the daily operations of PS 34
- You'd like to collaborate with other parents, our teachers and administration
- You have at least 2-5 hours per week to volunteer for this position
- You are available at least once per month during school hours

Submit your nomination by Friday May 31 and Attend the Tuesday June 18 PTA Meeting/Election

Contact Amber Casey a.j.whitcher@gmail.com for additional information or questions

Please note that Chancellor Regulations require candidates for co-positions
(co-presidents, co-secretaries) to run as a pair.

All nominations must be submitted in writing (as below) or emailed to a.j.whitcher@gmail.com by May 31, 2019. All nominees must be present at the June 18 meeting to be eligible for election.

NAME _____

EMAIL _____

YES! I would like to serve on the 2019-2020 PTA Executive Board as the (select one):

Co-President. My running mate is _____

Co-Secretary. My running mate is _____

Treasurer

PS34 PTA EXECUTIVE BOARD DESCRIPTIONS:

Co-Presidents:

The time commitment for Co-Presidents is 5+ hours a week, with regular meetings and consistent email communication. It requires daytime availability, attendance at monthly executive board meetings, monthly PTA general membership meetings, and collaboration with PS 34 parents and administration. Primary responsibilities include:

- **Meetings/Communication** - CEC & President Council Meetings of District 14; monthly PTA Meetings, monthly Executive Board meetings with the Principal, and ongoing Executive Board meetings; informal meetings with various teachers and parents; regular email communications
- **Fundraising** – planning, organizing, and executing events to support and supplement school programs (can be \$50,000 or more per year)
- **Advocacy & Visibility** – advocate for our school’s value to “teach to the whole child” by representing the parents’ voices in our classrooms, curriculum, and enrichments. Volunteering at school and PTA events.
- **Community Building** – foster relationships between parents, teachers & administration and model inclusive partnerships

Co-Secretaries:

The time commitment for Co-Secretaries is around 2-5 hours a week, split between in person meetings and emails. It requires attending monthly executive board meetings, monthly PTA general membership meetings, collaborating with PS 34 parents and working with the administration. Primary responsibilities include:

- Preparing and distributing meeting agendas
- Recording and translating minutes of general PTA and Executive Board meetings
- Distributing flyers and hanging posters for PTA fundraisers and events
- Maintaining files, both hard copies and digital originals
- Working closely with Co-presidents & Treasurer on planning events and fundraisers
- Updating by-laws when needed

Treasurer:

The time commitment for Treasurer is around 2-5 hours a week, split between in person meetings and emails. It requires attending monthly executive board meetings, monthly PTA general membership meetings, collaborating with PS 34 parents and working with the administration. Primary responsibilities include:

- Accurate tracking of all income, expenses and budget.
- Reports: 2 reports due every year (in January/June), as well as a single page fundraiser report due after every fundraiser.
- An annual tax return will be due in the fall.
- Available to come to the school during school days at least once a week, to pay bills, make deposits and track all deposits/expenditures/ invoices/statements accurately in our 'PTA treasurer binder' and on Excel spreadsheet.
- Good with numbers, organized, a basic understanding of Excel, and be responsible.

A PTA treasurer should be pretty good with numbers, organized, have a basic understanding of Excel and be responsible. The PTA treasurer will be included in all internal executive board communication.