

PS 22 PTA
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Staten Island, NY 10303
718-442-2219
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DID YOU EVER WANT MORE FOR YOUR CHILD'S SCHOOL?

Would you like to work with parents, teachers and administrators to provide solutions to common school problems? Is leadership one of your strengths? Be a Role Model!

By getting involved at your child's school you'll be part of the solution, helping make positive changes. By becoming a PTA Officer, you'll be demonstrating to your child the importance you place on education.

PTA ELECTIONS

Will be held TUESDAY, MAY 14, 2019.

***NOMINATIONS FOR POSITIONS WILL BE HELD AT THE
APRIL 9th PTA MEETING***

Return cut off below to the PTA Office by March 29, 2018.

For further information contact PTA office.

List of Officer Positions with a description is attached.

WILLINGNESS TO SERVE FORM FOR PTA OFFICERS 2018-2019 SCHOOL YEAR

Due by: March 29, 2019

Parent's Name: _____ Signature: _____

Email: _____ Cell: _____

Child's Name: _____ Class: _____

Please check the positions you are interested in or join the Nominating Committee:

- Co-Presidents (2)
- 1st Vice President
- Treasurer
- Recording secretary
- Corresponding Secretary
- Nominating Committee (only if not running as an officer)

O F F I C E R S ' D U T I E S

Co-Presidents (2 persons) – 2 Mandatory Officer Required:

- Preside at all meetings of the Association.
- Be ex-officio members of all committees except the nominating committee.
- Provide leadership for the members.
- Appoint chairpersons of PTA Committees with the approval of the Executive Board.
- Delegate responsibilities to other PTA Members and encourage meaningful participation in all parent activities.
- One Co-President shall attend regular Presidents' Council Meetings & the other shall be a delegate to the SIFPTA (*Staten Island Federation of PTA*).
- One Co-President shall be a core member of the SLT (*School Leadership Team*) and both shall be signatories on checks.
- Shall assist in the June transfer of records.

Vice Presidents (1 person)

- Shall assist the Co-Presidents.
- Assume the Co-Presidents' duties in their absence or at the Co-Presidents' request.
- Assist in the June transfer of records.

Recording Secretary (1 Person): - 1 Mandatory Officer Required:

- Maintain the official record of the proceedings and actions of all Association meetings.
- Ensures that notices, agendas, sign-in sheets and materials are distributed.
- Prepares and reads the minutes of each Association meeting and make minutes available upon request.
- Maintain custody of the Association's records and will make reports pertaining to the Association, except those of the Treasurer.
- Sign and incorporate all amendments into the By-Laws and ensure that copies of the amended By-Laws.
- Assist the Treasurer with the June transfer of all PTA records to the incoming Executive Board.

Corresponding Secretary (1 Person):

- Shall be responsible for recording the mail received.
- Prepare responses or correspondence at the request of the Co-Presidents.
- Shall be responsible for preparing and distributing notices of all Association meetings.
- Shall issue no correspondence in the name of the Association without the Co-Presidents' authorization.
- Assist with the transfer of all PTA records in June.

Treasurer (1 Person) - 1 Mandatory Officer Required:

- Shall be responsible for all financial affairs and funds of the Association.
- Shall be responsible for maintaining an updated record of income and expenditures and shall be one of the signatories on checks.
- Shall adhere to and implement all financial procedures established by the Association.
- Shall be prepared to provide financial reports at all Association meetings and provide the January interim report and the June annual accounting report.
- Shall make available all books or financial records for viewing by members upon request and for audit.
- Shall prepare financial records and assist the Secretary with the June transfer of all PTA records.