

Parent Association Meeting Notice

إشعار بعقد اجتماع لجمعية الآباء প্যারেন্ট অ্যাসোসিয়েশনের সভার বিজ্ঞপ্তি

التاريخ তারিখ 日期 Date Dat 날짜 Дата Fecha تاريخ

Date: Tuesday, September 18, 2018

التوقيت সময় 時間 Heure Lè 시간 Время Hora وقت

Time: 6:00 - 7:00 PM

الموقع স্থান 地點 Lieu Adrès 장소 АДРЕС Lugar مقام

Location: ROOM 255
School for Global Leaders
145 Stanton Street, New York, NY 10002

EXPEDITED ELECTION - PLEASE SEE OTHER SIDE FOR LISTING OF AVAILABLE POSITIONS

Meeting to be overseen by Ms. Celsa Pacheco, Family Leadership Coordinator, District 1

Meeting Agenda

جدول أعمال الاجتماع

সভার আলোচ্য

會議議程

Agenda de la réunion

Ajanda Reyinyon an

의제

Повестка собрания

Agenda de la asamblea

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6:00pm	Welcome
6:00-6:15pm	Description of Officers Roles
	Nominations from the Floor
6:15-6:25pm	Candidate Presentations (2 mins max)
	Preparation of Ballots
6:25-6:55pm	Polls Open
6:55pm	Polls Close
6:55-7:00pm	Tally of Ballots
	Announcement of Officers
	Adjournment

ONLY QUALIFICATION FOR ALL OFFICES IS THE CANDIDATE BE A PARENT OF A STUDENT ENROLLED AT SGL

Avi sou reyinyon Asosyasyon paran Convocatoria a la asamblea de la Asociación de padres

AVAILABLE POSITIONS FOR EXPEDITES ELECTION DESCRIPTION OF DUTIES

ALL NOMINATIONS WILL BE TAKEN FROM THE FLOOR

President or Co-Presidents: The president or co-presidents shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president or co-presidents shall provide leadership for its members. The president or co-presidents shall appoint chairpersons of PA committees with the approval of the Executive Board. The president or co-presidents shall delegate responsibilities to other PA members and shall encourage meaningful participation in all parent and school activities. The president or designated co-president shall attend all regular meetings of the region/district presidents' council and shall be a core member of the school leadership team. In the event that the association elects co-presidents, the remaining executive board members in consultation with the association will determine which co-president will serve as the core member on the school leadership team and which co-president will serve as the school's representative to the region/district presidents' council. The president or co-presidents shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president or co-presidents shall be one of the signatories on checks. The president or either of the co-presidents or his/her designee shall represent the PA on region/district committees. The president or co-presidents shall assist with the June transfer of PA or PTA records to the incoming Executive Board.

Vice President: The vice-president shall assist the president or co-presidents and shall assume the president's or co-presidents' duties in his/her or their absence or at the president's or co-presidents' request. The vice-president shall be one of the signatories on all checks. The vice-president shall assist with the June transfer of PA or PTA records to the incoming Executive Board.

Secretary: The secretary shall maintain the official record (minutes) of the proceedings and actions of all association meetings. The responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials distributed. The secretary shall prepare and read the minutes of each association meeting and shall make copies of the minutes available upon request. He/she shall maintain custody of the association's records on school premises. The secretary shall sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the PA or PTA bylaws with the latest amendments are on file in the principal's office. The secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The secretary shall assist with the June transfer of all PA or PTA records to the incoming Executive Board.

Treasurer: The treasurer shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall be prepared to present and provide copies of financial reports at all association meetings. The treasurer shall also prepare and provide the January 31st interim and June annual financial accounting reports. He/she shall make available all books or financial records for viewing by members upon request and for audit. The treasurer shall prepare all financial records and assist with the June transfer of all PA/PTA records to the incoming Executive Board.

School Leadership Team Membership: The president of the PA/PTA shall automatically serve as a core member of the School Leadership Team. All other parent member representatives shall be elected by the general membership.

Title I Representative: The Title I Rep shall attend all regular meetings of the citywide/district Title I council.