

Nathaniel Hawthorne Middle School 74

PARENT TEACHERS ASSOCIATION

61-15 Oceania Street
Bayside, New York 11364
Tel. (718) 631-6800 Fax (718) 631-6899

Dear Parents/Guardians:

April 2018

Our Nominating Committee is preparing the Election Slate for the 2017-18 School year.

WE NEED YOU AND WANT YOU TO JOIN US.

Our PTA has provided MS 74 with many wonderful and important items that are necessary to maintain the high standards and scores that MS 74 is known for. Without the PTA's financial support MS 74 would have difficulty providing the additional programming and items not provided by the Department of Education. Therefore, we need a strong Executive Board to execute the various functions that help raise the funds necessary to provide continuity.

Our Executive Board meets at least once a month in the evening to plan for the year. In addition, our PTA general membership meetings are also monthly.

PLEASE NOTE: ALL POSITIONS EXCEPT FOR TREASURER CAN BE CO-CHAIRERED.

Sincerely
Nominating Committee

Duties of Officers:

1. The President or Co-President presides at all meetings of the Association and the Executive Board; shall be ex-officio member of all committees, except the nominating committee; shall appoint chairpersons of all committees with the approval of the membership. The President/Co-President shall be one of the signatories on checks and shall perform all duties pertinent to the office.
2. The First Vice President performs the duties of the President/Co-Presidents in the absence of, or inability of the President/Co-Presidents to act, and shall, when called on, assist the President/Co-Presidents. In addition, he/she will assume the duties of fund-raising chairperson.
3. The Second Vice-President shall perform the duties of the President/Co-Presidents in the absence of, or inability of the President, Co-Presidents or First Vice President to act, and shall, when called upon, assist the President or Co-Presidents. In addition, he/she will assume the duties of membership chairperson.
4. The Recording Secretary shall keep an accurate record of the proceedings and actions of this Association and the Executive Board. This shall include notices, agendas, sign-in sheets and material distributed. The Recording Secretary shall retain a copy of the By-Laws of the Association and shall have a copy of Robert's Rules of Parliamentary Procedure for referral. Accurate copies of the minutes shall be prepared for adoption of the membership. The Recording Secretary shall also serve as historian and shall perform such duties as may be delegated to him/her.
5. The Treasurer shall receive all monies of this Association, shall keep an accurate record of all receipts and expenditures and shall pay out money only as authorized by this Association. The Treasurer shall present a statement of account at every meeting of this Association and at other times when requested by the Executive Board. The Treasurer shall make a full report to the membership semi-annually (January/June).
6. The Corresponding Secretary shall be responsible for preparing and distributing notices of all Association meetings. The secretary shall circulate a written attendance sheet at each meeting and retain the sheet for the Association files and prepare correspondence at the request of the President/Co-Presidents.

If you are interested in running for office, please submit the tear-off below to the PTA mailbox. Attn: NOMINATING COMMITTEE. Nominations will be opened at April meeting (April 17th). Elections will be held at the PTA May meeting (May 15, 2018)

I am interested in the following MS 74 **Executive Board** position for the 2018- 2019 school year.

Name: _____ Date: _____

Executive Board Position for 2018-2019 school year: _____

Signature: _____ Phone _____

Email _____

Student Name _____ Class _____

In the event there are multiple candidates for the same position we will ask each candidate to speak for 3 min. at the May PTA meeting.