

THE WESTERLEIGH SCHOOL

PUBLIC SCHOOL 30 PTA



The purpose of this letter is to determine willingness to serve on the executive board of the P.S.30 PTA for the 2018-2019 school year. Eligible candidates must have a student who is currently enrolled in P.S.30.

The PTA is composed of parents and teachers of P.S.30. All parents and teachers are automatically general members of the PTA. The purpose of the PTA is to provide viewpoints and to support the school environment. The PTA may also raise money to assist the school with programs and events for students. **The elected parent member (officer) will serve for a one year term.**

If you are interested in becoming a member of the PTA executive board please fill out the bottom portion of this form and return it at or before the April 24th PTA meeting. Forms can be sent in with your child in an envelope labeled PTA. Nominations will also be taken off the floor at the April meeting. **The nominating slate will officially close at 8:45am on April 24th.** No other nominations can be taken after that time.

Voting will take place on May 22, 2018 from 6:30-6:45pm in the school auditorium.

No other votes can be accepted after that time.

Tear Here _____

Your name _____ Phone # _____

Child's name _____ Class _____

Please check the position you are interested in:

_____ **President** - Duties include presiding over all meetings of the association, being an ex-officio member of all committees (except the nominating committee) and providing leadership to the association.

_____ **1st Vice President** - Duties include assisting the president in all duties and shall assume the president's duties in his/her absence.

_____ **2nd Vice President** - Duties include assisting the president and 1st VP, encouraging membership participation and overseeing class parents.

_____ **Treasurer** - Duties include being responsible for all financial affairs and funds of the association.

_____ **Recording Secretary** - Duties include recording minutes at all association meetings, preparation of all notices, sign in sheets and material for distribution.

_____ **Corresponding Secretary** - Duties include overseeing all correspondences, making copies and shall assume the duties of the recording secretary in his/her absence.