

Candlewood PTA Executive Committee Nomination Form
Positions for the 2019-2020 School Year

The Nominating Committee was elected at the February 2019 PTA meeting. The members of the Nominating Committee will be meeting to review and discuss all the applications submitted for positions on the Executive Committee of Candlewood PTA. It is their responsibility to present a slate at the Election meeting of the best qualified individual for each particular position. If you are interested in applying for a position or nominating another person, please fill out the bottom portion of this form, write a letter containing your (their) qualifications and a brief statement as to why you think you (they) are the best candidate. Be sure to include all your (their) PTA experiences from Elementary/Middle/High school and any other information pertaining to the desired position. You or your nominee must be a current member of Candlewood PTA or a feeder school PTA in order to be a candidate for the Executive Committee.

All nominations are due by 3/30/19

Please **MAIL** this form in a **sealed** envelope addressed to the **Nominating Committee Attention:**

Kim Wong – Chairperson

19 E Dosoris Ln Dix Hills, NY 11746

or hand it to any member of the Nominating Committee.

Please do not send interoffice, drop off or mail to the CW PTA Mailbox.

Questions? Contact Kim Wong – Chairperson at (917) 359-1047

Or any member of the Nominating Committee listed below:

Liz Dunst (516) 244-7036, Aleksandra Lojko (347) 581-6264, Michelle Shenouda (516) 567-5669

Patti Olszewski (484) 326-6092, or Patti Waite (516) 707-6993

THE FOLLOWING ARE THE POSITIONS ON THE EXECUTIVE COMMITTEE AND A BRIEF DESCRIPTION OF THEIR RELATED DUTIES:

PRESIDENT: Presides over all meetings of the PTA, appoints the Standing and School Committee Chairman, coordinates the work of the officers and the committee, signs checks with the treasurer and prepares the Budget. MUST attend monthly President and Council meetings, as well as, any other required Council or District events. ***You had to have been a member of Candlewood’s Executive Board for one year before being considered for this position.***

VICE PRESIDENTS:

1st - Both Vice Presidents will work together. 1st Vice President will act as aide to the President, oversee and assist with ALL events.

2nd - Will work with the 1st Vice president in overseeing all events and assist with selling of membership. keeps Treasurer aware of membership numbers, provides Recording Secretary with an updated membership list and Corresponding Secretary with emails from the entire membership.

RECORDING SECRETARY: Records the minutes of all the meetings, maintains a permanent file of the minutes, committee reports, membership lists and any other records relating to the work of the PTA.

CORRESPONDING SECRETARY: Conducts and maintains a file of all correspondences, sends notices of all meetings, sends email correspondence to members, coordinates PTA coverage at various events.

TREASURER: Have custody of all PTA funds, keep accurate account of receipts and expenditures, prepare budget for approval, present Treasurer’s Report at all meetings, keep records and pays National, NYS & HHH Council PTA dues, pays NYS liability and fidelity bond, submit all financial recorders to auditor for annual examination, file forms to IRS & NYS agencies, keep President informed of all financial transactions.

COUNCIL DELEGATES (2 representatives): Attend council meetings, record minutes, attend District Committee meeting(s) if the representatives are unable to. Then submit minutes from meeting for District Committee Summary Report and report any additional information back to the PTA. Coordinates Council Hospitality.

NAME _____ EMAIL _____ CELL # _____

POSITION DESIRED _____ PREVIOUS COMMITTEES CHAIRED _____

PREVIOUS COMMITTEES WORKED ON _____