

**Candlewood PTA Executive Committee Nomination Form**  
**Positions for the 2020-2021 School Year**

The Nominating Committee was elected at the February 2020 PTA meeting. The five 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 May 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 3/30/20**

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

**Patti Waite - Chairperson**  
**6 Sturbridge Lane, 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 Patti Waite - Chairperson** at (516) 707-6993 or patti.waite@gmail.com

Or any member of the Nominating Committee listed below:

Liz Dunst - Jettagirl76@hotmail.com / Anisha Kayume - anishakk@gmail.com / Flora Onuchima - flora4liz@yahoo.com /

Shahdan Tawfik - ShahdanTawfik@gmail.com

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 a Half Hollow Hills PTA Executive Committee for at least one year before being considered for this position.***

**VICE PRESIDENT of Fundraising:** Coordinate all fundraising efforts to raise money for the PTA and the programs it provides.

**VICE PRESIDENT of Membership:** Coordinate the advertisement and sale of PTA membership and keep record of all members of the PTA. Keep current the NYS PTA membership page.

**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.

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NAME: \_\_\_\_\_ BEST # TO REACH YOU AT: \_\_\_\_\_

POSITION DESIRED: \_\_\_\_\_

PREVIOUS COMMITTEES CHAIRED: \_\_\_\_\_

PREVIOUS COMMITTEES WORKED ON: \_\_\_\_\_