

PS261 PTA EXECUTIVE BOARD

NOTICE OF ELECTIONS

Wednesday, June 10th, 2009 • 8:45 AM • PS261 Auditorium

An election for next year's PS 261 PTA Executive Board will be held on Wednesday, June 10th, 2009, at 8:45 AM in the PS261 Auditorium.

NOMINATION PROCESS

We strongly encourage all PS261 Parents & Guardians to consider running for a position on next year's board. Nominations for each board position are being accepted until the close of the June 10th General PTA Meeting. The meeting starts at 8:45 AM.

Submissions can be sent to the Nominating Committee via email, or dropped in the Red PTA mailbox in the Main Office.

- President / Co-President
- Vice President / Co-Vice President
- Secretary / Co-Secretary
- PTA Treasurer
- After School Treasurer
- After School Program Chair
- 5th Grade Committee Chair
- Fundraising Committee Chair
- Grade Representative (1st - 5th Grade)
- Members-At-Large

2 ways to nominate someone:

Email Nominating Committee Members:

Sylvia Vega
svega16@nyc.rr.com

Lucia Edwards
le918@verizon.net

OR

Complete the form below, CUT OUT and return it to the RED PTA Mailbox in the Main Office.

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Nominee(s):

Position:

Nominee(s)' Phone Number(s) and / or Email Address(es):

Name of Person Nominating:

Signature of Person Nominating:

Description of PS261 PTA Officers

President (or Co-Presidents):

The President shall preside at all meetings of the Executive Board and the General Membership and in all other ways act as the Executive Officer for the PTA. The President shall act as a liaison with the Administration to express parent wishes and concerns and report back to parents.

Vice President (or Co-Vice Presidents)

The Vice President shall act as assistant to the President and shall preside in her/his absence.

Secretary (or Co-Secretaries)

The Secretary shall keep an accurate record of all meetings of the Executive Board and General Membership Meetings, distribute meeting agendas and minutes to the Executive Board and make them available to the membership in a timely fashion, and perform any other necessary secretarial duties.

PTA Treasurer

The PTA Treasurer shall have custody of all monies of the PTA and shall keep accurate records of receipts and expenditures. She/he shall make financial reports on a timely basis to the Executive Board and the General Membership, including the interim and annual financial reports.

Afterschool Treasurer

The Afterschool Treasurer shall keep accurate records of receipts and expenditures for the PTA Afterschool program and shall make financial reports on a timely basis to the Executive Board and General Membership.

Chair of Fundraising Committee

The Chair of the Fundraising Committee shall coordinate the fundraising activities of the PTA, with the exception of the fundraising for the 5th grade.

Chair of the Afterschool Program

The Chair of the Afterschool Program will serve as the primary liaison between the PTA and the Director of the PTA Afterschool Program.

Chair of the 5th Grade Committee

The Chair of the 5th Grade Committee will coordinate the fundraising activities of the 5th Grade Committee.

Grade Representatives

Grade Representatives shall serve as liaisons between the PTA and their respective grades at school. They shall have primary responsibility for coordinating class parents, facilitating class lists and coordinating parent volunteers.

Members at Large

Members at large have full voting rights on the Executive Board and may fill any committee leadership role voted upon by a majority of the Executive Board.