



PLAINVIEW-OLD BETHPAGE JFK HIGH SCHOOL PTA
50 KENNEDY DRIVE, PLAINVIEW NY 11803
www.pobjfkpta.com

Dear POBJFK PTA Members,

The Nominating Committee for the selection of officers for the 2018-2019 school year has been formed. If you are interested in holding an active executive board position for the upcoming school year, please email the attached form to pbarskyhsnominating@gmail.com. Please **send your form in by April 20, 2018**. The Nominating Committee will present their recommendations at our April 30, 2018 PTA meeting. The nominations will be voted upon at our May PTA meeting and then the candidates will be sworn into office at the June PTA meeting.

ALL positions are a one year term and **no position** may be held by an individual for more than two consecutive years as per PTA by-laws.

PLEASE REMEMBER THAT IF YOU CURRENTLY HOLD A POSITION THIS SCHOOL YEAR AND WOULD LIKE TO BE CONSIDERED FOR THE SAME POSITION FOR THE NEXT SCHOOL YEAR, **YOU WILL NEED TO SEND IN A NOMINATION FORM TO BE CONSIDERED FOR THAT POSITION!**

Executive Board Positions:

- **President-** General charge and supervision of the business of the association. Signs and executes all contracts. Presides at all meetings. Appoints the committee chairs in cooperation with executive committee. All other duties as defined in the PTA bylaws.
- **First Vice President-** Aide to the President in all aspects. All other duties as defined in the PTA bylaws.
- **Membership Vice Presidents (2)-** As Co-VP's, promotes membership, collects dues and distributes membership cards, collects email addresses for Corresponding Secretary, prepares membership letters to be distributed to staff and parents, and provides the secretary with updated membership lists.
- **College Awards Vice Presidents (2) –** As Co –VP's, raises money for our college awards to seniors and coordinates selection process of recipients including creating and overseeing College Awards Reading Committee. Responsible for Founders Day raffles.
- **Curriculum Vice President-** Responsible for chairing the HS Curriculum committee meetings. This position is also considered High School Curriculum Chair for Council and will have to report at Council Meetings.
- **Communications Vice President –** Maintain unit website, and other sites created by the unit (i.e., blogs, Facebook, Twitter, etc.).
- **Procedural Vice President –** Maintain and update the Unit procedures as necessary. Share all duties of the Recording Secretary.
- **Recording Secretary -** Along with Procedural Vice President, records the minutes of each PTA meeting, and maintains a permanent file of the minutes, committee reports and membership lists.
- **Corresponding Secretary-** Keep an updated email list of all unit members, send emails of the HS daily announcements to unit members, send any other emails to unit members.
- **Treasurer -** Keeps full and accurate account of receipts and expenditures. Presents a report of the PTA's financial condition at every meeting. Responsible for finances of the unit including banking, writing checks, and audits.
- **Past President**
- **Council Delegates/Alternates –** Attends monthly PTA Council monthly meetings representing POBJFK PTA.

On Behalf of the Nominating Committee:

Paula Barsky, Karen Gordon, Aliza Greenberg, Donna Lupia and Susan Stromberg



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Please fill out the form below and attach to an email to pbarskyhsnominating@gmail.com. Alternatively, you may mail (or drop off) your form to the following address:

***POBJFKHS PTA Nominating Committee
c/o Paula Barsky, 30 Cornell Drive, Plainview, NY 11803***

Name: _____

Position: _____

Grades children are in **this year**: _____

Phone numbers: Home _____ Cell _____

Prior positions held or committees chaired/involved in: _____

Additional comments: _____
