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| C:\Users\dexter\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BDO12F80\024_thb[1].jpg  SLJ PTA ELECTIONS 2016 – 2017  C:\Users\dexter\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\58YOIWBK\vote-button[1].jpg | Would you like to play an integral part in shaping  our PTA for 2016 – 2017?  If so, please consider serving as a member of the  **Nominating Committee**  In accordance with Chancellor’s Regulation A-660, and our bylaws, a Nominating Committee must be established during the April general membership meeting to ensure that officers are in place during the summer and for school opening in the fall *(Art IV, Sec 4.1)*. The committee shall consist of 3 – 5 members: the majority from the general membership, and the remainder selected by the President with Executive Board approval. Members will be provided with a copy of CR A-660 and the association’s bylaws.  As a member of the Nominating Committee you will be **responsible for**:   * Canvassing the membership for eligible candidates; * Preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660; * Preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election; * Verifying the eligibility of all interested candidates prior to the election; * Ensuring that there is ample opportunity for nominations, including self-nominations, to be taken from the floor and then officially closed during the May general meeting; * Scheduling the election at a time that ensures maximum participation; * Ensuring that only eligible members receive a ballot for voting; * Ensuring that the election is certified by the principal or his/her designee immediately following the election. * Notifying the principal in writing of the day of the election by April 1. **Elections will take place Thursday, May 12, 2016, 6:00 PM.**   Nominating Committee Restrictions:   * Members of the Nominating Committee are not eligible to run for office. If a member decides to run for office, he/she must immediately resign from the committee in writing. * Persons employed at SLJ High School are not eligible to serve on the Nominating Committee, or as a member of the Executive Board.   If you are interested in serving on the Nominating Committee,  or running for office, please contact:  Miko Simmons-Jones, Recording Secretary  C:\Users\dexter\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2OHK5E7M\vote[1].jpg  347-785-5185, [ptamiko@outlook.com](mailto:ptamiko@outlook.com) |

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| Executive Board Candidate FAQ  C:\Users\dexter\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\SH985G9P\teamwork-diversity-20471736[1].jpg | |  | | --- | | **As a board member, what will I be responsible for?** | | All elected officers serve as a member of the Executive Board. As a member, you will guide our organization so that we stay true to our mission and achieve our goals effectively. Board members are to make certain that the organization is operating in full compliance with Chancellor’s Regulation A-660. You will be expected to attend and participate in monthly board meetings and general membership meetings. You may have additional responsibilities if you join committees or become active in certain areas.  **Duties of Officers\***   * ***President*** – Preside at all meetings of the association. Attend all meetings of the President’s Council. Encourage meaningful participation in all parent and school activities. Serve as a mandatory member of the School Leadership Team. * ***Vice President*** – Assist the president and assume president’s duties in his/her absence. Assist with June transfer of association’s records to the incoming executive board. * ***Treasurer*** – Responsible for all financial affairs and funds of the association. Prepare the association’s interim and annual financial reports. Be one of the signatories on checks. * ***Recording Secretary*** – Record minutes at all association meetings. Incorporate all amendments into the bylaws and ensure that signed copies of the bylaws with the latest amendments are on file in the principal’s office. * ***Correspondence Secretary –*** Responsible for reviewing, maintaining and responding to all correspondence addressed to the association in hard copy or electronic form. * ***School Leadership Team Parent Representative –*** Attend monthly meetings. Contribute to the development of the Comprehensive Education Plan (CEP). Voice the concerns of constituent group. (***Note***: Members receive a stipend for serving the required hours.)   ***\*For a complete list of duties, consult bylaws (***[***www.sljhs.org/parents***](http://www.sljhs.org/parents)***).*** | | **How long will I serve on the board?** | | The term of office is from July 1st through June 30th. Term limits for each officer position shall be three consecutive one-year terms. A candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate is nominated and willing to serve. | | **When will elections be held?** | | Elections will be held **Thursday, May 12, 2016, 6:00PM**. This will allow for maximum participation by parents and will ensure that the required June transfer of records to incoming Executive Board members can occur prior to the end of the school year. | | **Will training be provided for board members?** | | The following resources are available:   * PA/PTA Resource Page & SLT Resources Page Schools.nyc.gov/Offices/FACE/ParentLeader/ScholLeadership.htm * [www.PTALink.org](http://www.PTALink.org) * Division of Family and Community Engagement (FACE) * Parent Coordinator * Other Executive Board Members | |