

PARENT TEACHER ASSOCIATION OF FRANCIS LEWIS HIGH SCHOOL
58-20 Utopia Parkway, Fresh Meadows, New York 11365
PTA CORRESPONDING SECRETARY NOMINATIONS

November 15, 2018

Dear Parents and Guardians,

Francis Lewis High School is in the process of seeking interested parents to serve as the Corresponding Secretary or Co-Corresponding Secretary on the PTA Executive Board for this school year from December 5, 2018- June 30, 2019. Employees of the school are not eligible to run for the office.

NOMINATIONS WILL BE ACCEPTED FROM NOVEMBER 15, 2018 UP UNTIL THEY ARE CLOSED AT THE PTA MEETING ON WEDNESDAY, DECEMBER 5, 2018. ELECTIONS WILL BE HELD AT THE PTA MEETING ON DECEMBER 5, 2018 AT 7 PM IN THE STUDENT CAFETERIA.

The responsibilities for the position as stated in the bylaws are:

Corresponding Secretary or Co-Corresponding Secretaries:

The Corresponding Secretary or Co-Corresponding Secretaries responsibilities shall include the preparation of notices, agendas, sign-in sheets and material distributed. The Corresponding Secretary or Co-Corresponding Secretaries shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association at the request of the president or co-president. The Corresponding Secretary or Co-Corresponding Secretaries shall assist the other officers in their duties when asked.

Please note that Co- Corresponding Secretaries must run together as one on the ballot.

If you have any questions, please contact the PTA Co-President Linda Lovett or the Parent Coordinator for more information at 718-281-8225.

If you are interested in nominating yourself or anyone else for this executive board position, please use this tear off and send it back to the school's PTA mailbox in Room 105- "PTA Nominating Committee"- please print

I, _____ NOMINATE

_____ FOR

THE POSITION OF: (Please check one)

_____ CORRESPONDING SECRETARY

_____ CO-CORRESPONDING SECRETARIES

DATE _____

TELEPHONE _____