

**PARENT TEACHER ASSOCIATION OF FRANCIS LEWIS HIGH SCHOOL**

58-20 Utopia Parkway, Fresh Meadows, New York 11365

**PTA EXECUTIVE BOARD AND SCHOOL LEADERSHIP TEAM NOMINATIONS**

March 6, 2019

Dear Parents and Guardians,

It is that time again! Francis Lewis High School is in the process of seeking interested parents to serve on the Executive Board for the new school year July 1, 2019- June 30, 2020 and School Leadership Team for two years from July 1, 2019 – June 30, 2021. Employees of their school are not eligible to run for any office.

The available positions on the PTA Executive Board are: President or Co-Presidents, Vice President or Co-Vice President, Treasurer, Recording Secretary or Co-Recording Secretary and Corresponding Secretary or Co-Corresponding Secretary.

**NOMINATIONS WILL BE ACCEPTED FROM March 6, 2019 UP UNTIL THEY ARE CLOSED AT THE PTA MEETING ON WEDNESDAY, MAY 1, 2019. ELECTIONS WILL BE HELD AT THE PTA MEETING ON JUNE 5, 2019 AT 7 PM in Student Cafeteria**

According to the Revised Chancellor’s Regulations A-660, one mandatory officer position: President, Recording Secretary, or Treasurer must be filled by June 26, 2019 in order for us to have a functioning Parent Teacher Association. If needed, the other position(s) will be filled by October 15, 2019.

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

**President or Co-Presidents:** The President or Co-Presidents shall preside at all meetings of the association and shall be an ex-officio member of committees except the nominating committee. The president or co-presidents shall provide leadership for its members. The president or co-presidents shall appoint chairpersons of PTA committees with the approval of the Executive Board. The president or co-presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all parent and school activities. The president or designated co-president (see bylaws provision below) shall attend all regular meetings of the district/borough presidents’ council and shall be a core member of the School Leadership Team. In the event that the association elects co-presidents, the remaining Executive Board members in consultation with the association will determine which co-president will serve as the core member on the School Leadership Team and which co-president will serve as the school’s representative to the district/borough presidents’ council. The president or co-presidents shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president or co-presidents shall be one of the signatories on checks. The president or either of the co-presidents or his/her designee shall represent the PTA on district/borough committees. The president or co-presidents shall assist with the June transfer of PTA records to the incoming Executive Board. The Co-presidents must run together on slate in order to serve together.

**Vice President or Co-Vice President:** The vice president or co-vice President shall assist the president or co-presidents and shall assume the president’s or co-presidents’ duties in his/her or their absence or at the president’s or co-presidents’ request. The vice-president shall be one of the signatories on checks. The vice-president or Co-Vice President shall assist with the June transfer of PTA records to the incoming Executive Board. The Co- Vice Presidents must run together on slate in order to serve together.

**Recording Secretary or Co-Recording Secretaries:** The recording secretary or co-recording secretaries shall record minutes at all association meetings. The recording secretary or co-recording secretaries’ responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The recording secretary or co-recording secretaries shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The recording secretary or co-recording secretaries shall maintain custody of the association’s records on school premises. The recording secretary or co-recording secretaries shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal’s office. The recording secretary or co-recording secretaries shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The recording secretary or co-recording secretaries shall assist with the June transfer of all association records to the incoming executive board. The Co-Recording Secretaries must run together on slate in order to serve together.

**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. The Co-Corresponding Secretaries must run together on slate in order to serve together.

**Treasurer:** The treasurer shall be responsible for all financial affairs of funds of the association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall be prepared to present and provide the January 31st interim and June annual financial accounting reports. He/she shall make available all books or financial records for viewing by members upon request and for audit. The treasurer shall prepare all financial records and assist with the June transfer of all PTA records to the incoming Executive Board.

**School Leadership Team (SLT);** Nominations are also being accepted for parent member(s) to sit on the School Leadership Team for a two year term. The SLT is made up of elected parents, Principal, UFT, CSA, DC-37 and student members which meet at least once a month.

If you have any questions, please contact the Nominating Committee or Parent Coordinator for information at 718-281-8225.

**If you are interested in nominating yourself or anyone else for the Executive Board or SLT position(s), please use this tear off and send it back to the school’s PTA mailbox in Room 105 – Attention “PTA Nominating Committee”- please print**

I, \_\_\_\_\_, NOMINATE \_\_\_\_\_

**FOR THE POSITION OF:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_