



P.S. 205 PTA

Dear Parents and Guardians of P.S. 205,

It is time to begin thinking about forming the PTA for this year. The nominating committee will present the names and vote on the people interested in running for positions at the next **VIRTUAL** PTA meeting on October 28th at 7:00 pm (more information to follow).

- The positions are:
- President/Co-Presidents
- Vice President/Co-Vice Presidents
- Treasurer
- Recording Secretary
- Corresponding Secretary

Please email Melissa Cohen at mistic04@aol.com if you would like to run for any of the elected positions. Nomination forms must be submitted (emailed) by October 21st. PTA members must attend all executive board meetings, monthly PTA meetings and abide by the Chancellor's Regulations A660 and P.S. 205's PTA by-laws, which are available in the school office upon request. Please see the reverse side of this letter for explanations and responsibilities of all elected board positions and School Leadership Team (SLT) nominations. Although the SLT is a school committee, they are elected positions.

Thank you for your continued support,

The 2020–2021 Nominating Committee

In your email, please write the following

I, _____ (name) _____, would like to run for the position of _____ on the PS 205 PTA Executive Board.

I, _____ (name) _____, would like to run for a seat on the SLT.

Please include your child's name, class and phone number in the email.

President/Co-President(s)

- Preside and conduct all PTA meetings and all meetings of the Association
- Shall be an executive office member of all standing committees except nominating
- Countersigns all checks issued in the name of the Association
- Serves as a liaison between the PTA and the principal
- Appoints the chairperson of the PTA committee
- Attends monthly District Presidents Council meetings and CDEC meetings
- Encourages parent participation in school activities

Vice-President(s)

- Shall be chairperson of the fundraising committee
- Shall preside at all PTA meetings and carry out responsibilities of the president in his/her absence
- Serves as an executive office member of all standing committees
- Aids and assists the president and encourages parent participation in school activities
- Keeps the president advised of upcoming meetings, events and activities
- Oversees committee activities, keeps a record of upcoming dates and reminds the committee chair people of their timetables

Recording Secretary

- Keeps an accurate record of all meetings of the Association and the Executive Board
- Shall preserve a file of all printed material of the Association in the school

Corresponding Secretary

- Attends to all correspondence as the Association may direct
- Sends out and prints all notices for regular and special meetings of the Association
- Shall notify committees when appointed
- Shall preserve a file of all correspondence to or from the Association in school

Treasurer

- Shall have custody of all monies of the Association
- Shall keep an accurate record of expenditures and receipt
- Shall pay our funds only as authorized by the Association
- Shall sign all checks issued in the name of the Association
- Shall submit a treasurer's report bi-annually and present a monthly report at the PTA general meetings

School Leadership Team (SLT)

Must attend monthly meetings with the principal, teachers and parents to discuss issues pertaining to all aspects of the school and curriculum. A total of six parent members are on the leadership team, with five positions being voted on. The PTA president automatically serves as a member. **A separate election will be held immediately following the Executive Board elections.** No person employed by PS 205Q shall be eligible to serve as a parent member representative on the SLT.