



April 15, 2021

Dear Parents & Guardians of PS 205,

It is time to begin thinking about forming the **PTA Executive Board** for next school year. The nominating committee will present the names of the people interested in running for positions at the **VIRTUAL PTA** meeting on **Wednesday May 19th, 2021** at 7:00pm (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 by email by **Monday May 10th, 2021**.

PTA Executive Board Members must attend all Executive Board meetings, monthly PTA meetings and abide by the Chancellor's Regulations A660 and PS 205 PTA's by-laws, which are available in the school office upon request.

See page 2 for the descriptions and responsibilities of all elected **Executive Board** positions and **School Leadership Team (SLT)**.

Thank you for your continued support,
The 2021 Nominating Committee

In your email, please write the following:

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

I, _____, would like to run for a seat on the School Leadership Team (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 CDED 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 and 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 PS205Q shall be eligible to serve as a parent member representative on the SLT.