

Half Hollow Hills High School East PTA Executive Committee Nominating Form  
Positions for the 2010-2011 School Year

The Nominating Committee was elected at the March PTA meeting. The five members of the Nominating Committee will be meeting to review and discuss all the applications submitted for positions on the Executive Committee of the HSE PTA. It is their responsibility to nominate and present a slate at the April meeting with the best qualified individual for each particular position.

If you are interested in applying for a position or nominating another person, please fill out the bottom portion of this form. You may write a letter containing your (their) qualifications and a brief statement as to why you think you (they) are the best candidate. Be sure to include all your (their) PTA experiences from Elementary/Middle/High school and any other information pertaining to the desired position. Please return this form in a **sealed** envelope addressed to the **Nominating Committee Attention: Beth Slattery – Chairperson**. Mail to 54 Sage Hollow Court, Dix Hills, NY 11746 or hand it to any member of the Nominating Committee.

You or your nominee must be a current member of HHH PTA in order to be a candidate for the Executive Committee. All nominations are due by **March 24 th, 2010**.

**Questions? Contact Beth Slattery, chair – 835-9240**

Or any member of the Nominating Committee listed below:

Jeanine Bottenus - 752-8632

Tracy Porter - 667 – 2544

Cheryl Seleznow - 491-9231

Kesha Woodard - 917 – 673-3633

*THE FOLLOWING ARE THE POSTITIONS ON THE EXECUTIVE COMMITTEE with A BRIEF DESCRIPTION OF THEIR RELATED DUTIES:*

**PRESIDENT:** Preside at all meetings of the general membership, the executive board and the executive committee; supervise the business of the PTA and perform the duties of the office of president as per the NYS PTA: sign and execute all contracts & agreements; in cooperation with the Executive Committee appoint the committee chairmen; coordinate the work of the officers and committees of the High School East PTA.

**VICE PRESIDENT:** Act as aide to the president; preside at meetings in the absence of the president; represent the President upon request,

**RECORDING SECRETARY:** Records and maintain a permanent file of the minutes of all the meetings of general membership, executive committee and executive board; maintains a permanent file of committee reports, membership lists and any other records deemed necessary by the executive committee.

**CORRESPONDING SECRETARY:** Conducts and maintains a file of all correspondences pertaining to the work of the PTA; send notices of all meetings to general membership and committees chairs.

**TREASURER:** Have custody of all the funds of the PTA unit; keep accurate account of receipts and expenditures; make disbursements as authorized by the president in accordance with the budget; serve as chairman of the budget committee to prepare budget for approval; present Treasurer's Report at all meetings; submit all financial records to auditor for annual examination, file forms to IRS & NYS agencies; keep President informed of all financial transactions

**COUNCIL DELEGATES (2) AND Alternates (2):** Represent HSE PTA at all HHH Council meetings and events.

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NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ CELL # \_\_\_\_\_

POSITION DESIRED \_\_\_\_\_

PREVIOUS PTA POSITION (S) HELD \_\_\_\_\_

PREVIOUS COMMITTEES CHAIRED \_\_\_\_\_

PREVIOUS COMMITTEES WORKED ON \_\_\_\_\_

