

**P.S. 32 Parent Teacher Association
32 Elverton Avenue
Staten Island, NY 10308**

**WILLINGNESS TO SERVE APPLICATION
FOR PTA OFFICER POSITION**

In order to serve as a PTA Officer, you must be a Parent or Legal Guardian of a child attending this school.

P.S. 32 School Employees are not eligible to be candidates for any officer position.

According to the Chancellors Regulation A-660 the positions of President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary and Treasurer are open to the General Membership.

Name: _____

Address: _____

Telephone #: _____

Child(ren) Names and Classes(s): _____

PTA Experience: _____

Please check the position(s) that you would like to be considered for:

_____ President	_____ Corresponding Secretary
_____ 1st Vice President	_____ Recording Secretary
_____ 2 nd Vice President	_____ Treasurer

***** Please return this form in a sealed envelope to the attention of the PTA Nominating Committee.

No Later than the morning of Tuesday, April 29, 2014*****

1. The elections will be held on Tuesday, May 20, 2014 at the General PTA Membership meeting at 7:00 pm.
2. If you should have any questions, please submit them in writing to the attention of the Nominating Committee. Your letter should be placed in the PTA mailbox in the main office.
3. Please remember to include your telephone number.

****Please read the back of this form for all Officer responsibilities.****

I have read and understand the responsibilities of each Officers position.

(initial here) _____

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 all committees except the nominating committee. The president or co-presidents shall appoint chairpersons of PA committees. The president or co-presidents shall delegate responsibilities to other PA members and shall encourage meaningful participation in all parent and school activities. The president or designated co-president shall attend all regular meetings of the region/district presidents' council and shall be a core member of the school leadership team. In the event that the association elects co-presidents, in cooperation with the other officers they 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 region/district presidents' council. The president or co-presidents shall meet regularly with Officers 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 PA on region/district committees. The president or co-presidents shall assist with the June transfer of PA or PTA records to the incoming Officers.

Vice President's: The 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 all checks. The vice-president shall assist with the June transfer of PA or PTA records to the incoming Executive Board.

Secretary: The secretary shall maintain the official record (minutes) of the proceedings and actions of all association meetings. The responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials distributed. The secretary shall prepare and read the minutes of each association meeting and shall make copies of the minutes available upon request. He/she shall maintain custody of the association's records on school premises. The secretary shall sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the PA or PTA bylaws with the latest amendments are on file in the principal's office. The secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The secretary shall assist with the June transfer of all PA or PTA records to the incoming Executive Board.

Treasurer:

The treasurer shall be responsible for all financial affairs and 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 copies of financial reports at all association meetings. The treasurer shall also prepare 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 PA/PTA records to the incoming Executive Board.

*** All officers must be available at 7:45 am the 1st week of school to assist with arrival – no exceptions.

*** All officers must assist and attend all daytime and night time functions including: Meetings, Day & Evening Parent Teacher conferences, and all fairs and fundraisers before, during and after school hours.

*** All officers must make themselves available when necessary for Night Time and Weekend preparations for Association Activities.

*** Each Officer must oversee at least one Executive Board Committee – that officer MUST be present when the committee is either working or meeting in the school.

*** Overseeing Officers must meet, prepare and approve all activities involved with their Committees.

Non compliance of the above mentioned regulations may constitute removal from the Elected Board.