

# Oceanside SEPTA

## NOMINATION FORM

Nominations are being sought for the 2011/2012 Executive Committee. You need not be a member to be nominated, but must join upon accepting the nomination.

A detailed job description may be found on the back of this form. Below, is a short overview of each officer's duties:

**President or Co-Presidents:** preside at all meetings; coordinate the work of officers and committees.

**Vice Presidents(2):**

1. Aide to president, monitor committee projects, plan and coordinate activities, fills vacant committee head positions, specific tasks as needed
2. Aide to president, **Membership**, coordinates and tracks Membership.
3. Aide to president, **Fundraising** oversees all PTA fundraising activities.

**Treasurer:** Prepares budget, maintains checkbook and prepares financial reports. An accounting background is STRONGLY RECOMMENDED for this position, but **NOT** required.

**Recording Secretary:** Takes and prepares minutes and collects information for historical files.

**Corresponding Secretary:** Recording Secretary's backup, handles PTA supplies and mail distribution.

**Council Delegates(2):** Represents SEPTA at the Council of PTAs meetings, reports to the unit on district-wide issues and events and vote on council.

NOMINATIONS WILL BE PRESENTED AT THE MARCH 2<sup>nd</sup> MEETING AND ELECTIONS WILL BE HELD DURING THE APRIL 28<sup>th</sup> MEETING

**Please submit nominations and/or letter of intent in writing via mail or email by February 11<sup>th</sup> (no nominations will be accepted after that date) to:**

Oceanside SEPTA  
145 Merle Avenue  
Oceanside, NY 11572

**ATTN: Nomination Committee** or E:mail: [septaocceanside2@gmail.com](mailto:septaocceanside2@gmail.com)

*Please note that nominee phone numbers are needed, so that candidates may be contacted to accept the nomination.*

Title	Position Currently Held by:	Eligible for 2 <sup>nd</sup> Term?	Nominee	Phone
<b>President</b>	Paulette Palmer	N		
<b>VP Membership</b>	Kathy Kaminsky	Y		
<b>VP Fundraising</b>	Ellen Hisiger	N		
<b>Treasurer</b>	Vicky Caraciolo	Y		
<b>Recording Sec.</b>	Pat Block	Y		
<b>Corresponding Sec.</b>	Mary Messler	N		
<b>Council Delegate</b>	Shari Kwait	Y		
<b>Council Delegate</b>	Diane Olmstead	N		

## PTA Officer Duties

The duties described below are to be used as a guideline. A good executive committee member must be willing and able to work as a team member, be able to speak up and express oneself at meetings, but also be able to support a majority vote regardless of personal opinion. A good executive committee member recognizes the importance of confidentiality. He/she will also work in the best interest of the children regardless of personal opinion. **The prerequisite for being an executive committee member is a desire to work on behalf of the children. It requires no special training- just caring.**

### **President:**

- preside at all executive and general meetings
- develop agenda
- execute action items
- delegate tasks specific to projects
- liaison with principals and administrators
- develop annual budget with treasurer
- develop and oversee all committee responsibilities
- monitor and identify student/staff needs
- develop yearly calendar of events
- field phone calls and e-mails

### **Vice President(s):**

- act as aide to president
- perform duties of president in the absence or inability of that officer to act
- attend executive and general meetings
- fill vacant committee head positions
- project specific tasks as needed
- Fundraising - oversee all PTA fundraising activities
- Membership – Collect and track membership
- monitor committee projects
- phone calls to committee heads

### **Treasurer:**

- budget preparation
- checkbook maintenance including reconciliation
- monthly financial reports
- quarterly national/state dues forms/payments
- maintain accurate records of all transactions for yearly audit
- attend all executive and general meetings
- attend all activities requiring financial recording and assistance including obtaining change for events, ticket sales and purchases, maintaining cash boxes for events including accounting of intake and invoice payment at the conclusion of events

### **Recording Secretary:**

- attend all executive and general meetings
- take and prepare attendance and discussion notes
- review previous minutes
- collect all information and reports for historical file; maintain historical file
- identify action items/follow up and persons assigned to task
- transcribe notes into meeting minutes

### **Corresponding Secretary:**

- attend all executive and general meetings
- provide backup for recording secretary
- maintain and organize all incoming communication
- produce written communication as needed
- track and order all PTA supplies and send out mail distributions.

### **Council Delegates:**

- attend all executive and general meetings
- attend all Council of PTAs meetings
- reports information between the unit and council