

PTA EXECUTIVE BOARD NOMINATIONS FOR SCHOOL YEAR 2017-2018

April 19, 2017

Dear Lower Lab School Families:

It is the time of year to solicit nominations for next school year's PTA Executive Board Officers. We seek parent volunteers who are willing to devote their time and energy to serve on the Lower Lab School's Executive Board.

The PTA Executive Board governs the PTA according to its accepted bylaws. Its mission is to support the vision of the school through fundraising and implementation of programs. Executive Board meetings are generally held the second Tuesday night of each month. Meetings are open to all PTA members, although only executive board members are entitled to vote.

Executive Board Positions

President or Co-Presidents [up to three (3)]: The President or Co-Presidents shall preside at all meetings of the PTA and shall be an ex-officio member of all committees except the nominating committee. The President or Co-Presidents shall provide leadership for its members. The President or Co-Presidents shall appoint chairpersons of PTA committees with the approval of the Executive Board. The President or Co-Presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all parent and school activities. The President or Co-Presidents shall attend all regular meetings of the district presidents' council and shall be a core member of the School Leadership Team. In the event that the PTA elects Co-Presidents, the Co-Presidents 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 district presidents' council. The President or Co-Presidents shall meet regularly with the Executive Board members in accordance with these bylaws. The President or Co-Presidents shall be one of the eligible signatories on checks. The President or either of the Co-Presidents or his/her designee shall represent the PTA on district committees as necessary. The President or Co-Presidents shall assist with the June transfer of PTA records to the incoming Executive Board.

Vice President of External Affairs or Co-Vice-Presidents of External Affairs [up to two (2)]: The Vice President of External Affairs or Co-Vice-Presidents of External Affairs shall attend the Community District Educational Council meetings and other meetings requiring the representation of the PTA, including District Presidents' council meetings in the event the President or one of the Co-Presidents is unable to attend. The Vice President of External Affairs or Co-Vice Presidents of External Affairs shall report back to the general membership of the PTA and keep the PTA informed on issues that affect the school.

Vice President of Fund Raising or Co-Vice Presidents of Fundraising [up to three (3)]: The Vice President of Fund Raising or Co-Vice Presidents of Fundraising shall plan, coordinate and supervise all fund raising efforts.

Treasurer [one (1)]: The Treasurer shall be responsible for all financial affairs and funds of the PTA. 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 PTA. The Treasurer shall be prepared to present and provide copies of financial reports at all PTA meetings. The Treasurer shall also prepare and provide copies of the January 31 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 PTA records to the incoming Executive Board.

Assistant Treasurer [one (1)]: The Assistant Treasurer shall assist the Treasurer.

Secretary or Co-Secretaries [up to two (2)]: The Secretary or Co-Secretaries shall record minutes at all PTA meetings. The responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The Secretary or Co-Secretaries shall prepare the minutes of each general PTA meeting and shall distribute copies of the minutes at the next scheduled general PTA meeting for review and approval by the general membership. The Secretary or Co-Secretaries shall make copies of all meeting minutes available upon request. In the absence of a Secretary or the Co-Secretaries, the President shall appoint a Secretary pro tem for the meeting. The Secretary or Co-Secretaries shall maintain custody of the PTA's records on school premises. The Secretary or Co-Secretaries shall incorporate all amendments into the bylaws and shall ensure that signed copies of the PTA bylaws with the latest amendments are on file in the principal's office. The Secretary or Co-Secretaries shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the PTA. The Secretary or Co-Secretaries shall send notices for all regular and special meetings. The Secretary or Co-Secretaries shall keep an accurate list of the members of the PTA. The Secretary or Co-Secretaries shall assist with the June transfer of all PTA records to the incoming Executive Board.

Director of Communication and Technology or Co-Directors of Communication and Technology [up to two (2)]: The Director of Communication and Technology or Co-Directors of Communication of Technology shall be responsible for communication between the PTA and parents via e-mail and/or backpack. The Director of Communication and Technology or Co-Directors of Communication of Technology shall also be responsible for maintaining and/or overseeing the maintenance of the PTA's website and publishing of the PTA newsletter, Lab Talk, at least quarterly.

Grade Representatives: There shall be two (2) Representatives per grade. The primary function of the Grade Representatives is to facilitate communication among parents in their respective grade, the PTA and the Executive Board. They are responsible for communicating grade specific ideas and concerns to the administration and report back to their grade. The two Grade Representatives for each grade shall be responsible for running or overseeing one fundraising event during the school year. At least one grade representative shall attend the monthly executive board meetings.

Schedule of Nomination and Election Process:

- **May 10, 2017:** Deadline to submit nomination forms and statements. ***Please e-mail all nominations to risaspieces1212@msn.com***
- **May 23, 2017:** Elections for the 2017-2018 Executive Board are held during the General PTA meeting at 8:15am. Per the bylaws, absolutely no proxy voting is allowed. Last minute nominations may also be accepted at this meeting.

If you have any questions about the positions, you may contact the current officers (e-mail addresses can be found in the school directory) or you may also contact me at risaspieces1212@msn.com

Thank you for your participation in this process.

Risa A. Resnick Teichholz
Nominating Committee Chair

Cc: Sandy Miller, PS 77 Lower Lab School Principal

PTA EXECUTIVE BOARD NOMINATIONS FOR SCHOOL YEAR 2017-2018

Please email below form to risaspieces1212@msn.com

by May 10, 2017.

You may nominate yourself or another PTA member for any of the positions. Nominees must have attended at least one general PTA meeting. If you nominate yourself, please submit a one-paragraph statement with your nomination form. Thank you.

Name of Nominee: _____

Position: _____

Nominee's Child & Class: _____

Nominee's E-mail address: _____

Name of Nominee: _____

Position: _____

Nominee's Child & Class: _____

Nominee's E-mail address: _____

Name of Nominee: _____

Position: _____

Nominee's Child & Class: _____

Nominee's E-mail address: _____

Name of Nominee: _____

Position: _____

Nominee's Child & Class: _____

Nominee's E-mail address: _____

NOMINATIONS FOR SCHOOL YEAR 2017-2018 - SCHOOL LEADERSHIP TEAM (SLT)

The mission of the School Leadership Team ("SLT") is to participate in the decision-making process regarding school policies, procedures, educational goals, budgeting and many other issues it deems necessary to act upon to support the mission of the school and to maintain a safe environment conducive to work for the children, faculty and staff. The role of the SLT is advisory in nature, designed to promote communication and cooperation among parents, faculty and the administration; encourage parental involvement; and support the Principal, who is the instructional and administrative leader of the school. The SLT consists of an equal number of parent and teacher members: the Principal, one PTA Co-President, two Lower Grade Parent Member Representatives (K-2), two Upper Grade Parent Member Representatives (3-5) and one Special Ed SLT Parent Representative.

School Leadership Team Parent Member Representative Positions

- (1) Lower Grade SLT Parent Member Representative (K-2) - Two-Year Term (2017-2019)**
- (1) Upper Grade SLT Parent Member Representative (3-5) - Two-Year Term (2017-2019)**
- (1) Special Ed SLT Parent Member Representative - Two-Year Term (2017-2019)**

SLT NOMINATION FORM

Please email the below form to the PTA Co-Presidents at pta@lowerlab.org.

Nominations for SLT Parents Member Representatives may be from the floor or in writing to the PTA Co-Presidents and will be closed at the May 23, 2017 General PTA meeting. You may nominate yourself or another PTA member for any of the SLT positions. If you nominate yourself, you may submit a one-paragraph statement with your nomination form. Thank you.

Name of Nominee: _____

Position: _____

Nominee's Child & Class: _____

Nominee's E-mail address: _____

Name of Nominee: _____

Position: _____

Nominee's Child & Class: _____

Nominee's E-mail address: _____

Name of Nominee: _____

Position: _____

Nominee's Child & Class: _____

Nominee's E-mail address: _____

Name of Nominee: _____

Position: _____

Nominee's Child & Class: _____

Nominee's E-mail address: _____