



**Charles E. Walters Elementary School (CEW)
Parent Teacher Association (PTA)**

March 14, 2023

Dear CEW PTA Members, Parents and Families:

On Monday, April 17, 2023, the CEW PTA will be electing officers for the 2023-2024 school year. A nominating committee consisting of five PTA members has been formed to select a slate of officers to present to the PTA for election.

A brief description of each of the available positions is attached. Each term is for one year and each position requires current CEW PTA membership. If you are interested in one of these positions, or would like to nominate someone else, please complete the attached Nominating Form and prepare a supporting letter stating why you or the person you are nominating is the best candidate for the position. Please include qualifications, any volunteer work with the PTA or in the community, and any other information pertaining to the desired position.

Please send the Nominating Form and supporting letter in a sealed envelope marked "nominating committee". Please submit all nominations by Friday March 24, 2023. Feel free to make as many nominations as you wish. The Nominating Committee will be contacting selected third-party nominees directly to ensure that they have given their consent to serve if elected. (Individuals who nominate themselves will be presumed to have given consent.) Nominating Forms and letters will otherwise be kept confidential.

At the election meeting, the Nominating Committee will nominate one nominee for each position. At that time, additional nominations may be made from the floor provided the written consent of the nominee has been secured and the Nominating Committee has received notice at least two days prior to the election meeting.

Please contact one of the committee members with any questions or concerns.

Sincerely,
The Nominating Committee

Please note that in order for the PTA to continue, the positions of President, Treasurer and Recording Secretary must be filled.

THE FOLLOWING ARE THE POSITIONS WHICH WILL BE AVAILABLE FOR THE 2020-2021 SCHOOL YEAR & A BRIEF DESCRIPTION OF THEIR RELATED DUTIES:

PRESIDENT (must be 18 or older): Prepares agenda for and presides at all meetings; coordinates the work of the executive committee and chairman; signs all contracts for the association; appoints committees; attends regional training; represents the CEW PTA at region and state function.

VICE PRESIDENT: Acts as aide to the president; presides at meetings in the absence of the president; represents the president upon request.

RECORDING SECRETARY (must be 18 or older): Assists the president in preparing meeting agendas; records and maintains a permanent file of the minutes of all meetings; maintains a permanent file of committee reports, membership lists and any other records.

CORRESPONDING SECRETARY: Conducts and maintains a file of all correspondences pertaining to the work of the council; makes copies and sends notices of all meetings.

TREASURER (must be 18 or older): Has custody of all the funds of council; keeps accurate account of receipts and expenditures; makes disbursements as authorized by the president in accordance with the budget; serves as the chairman of the budget committee to prepare budget for approval; presents Treasurer's Report at all meetings; submits all financial records to auditor for annual examination; files forms required by IRS & NYS agencies; keeps president informed of all financial transactions.

COUNCIL DELEGATE (two positions available): Represents the CEW PTA at Longwood Council meetings and reports on the meeting to the association or the board.

-----CEW PTA NOMINATING FORM-----

NOMINEE: _____

NOMINATED BY: _____

NOMINEE PHONE #: _____ NOMINEE ALT PHONE #: _____

POSITION NOMINATED FOR:

___ PRESIDENT ___ VICE-PRESIDENT ___ CORR. SECRETARY ___ REC. SECRETARY ___ TREASURER ___

___ COUNCIL DELEGATE

PRIOR PTA POSITIONS HELD: _____

PRIOR PTA EVENTS WORKED: _____

PRIOR PTA COMMITTEES WORKED: _____