



Somers SEPTA Council Nominating Form

Officers:

	President (s)	Presides over meetings; coordinates work of officers and committees
	Vice President	Supports president(s); assumes duties in the President's absence, learns SEPTA operations in order to assume presidency in the future
	Treasurer	Maintains financial records, provides financial reports, issues payments, disbursements, and makes bank deposits
	Recording Secretary	Records minutes of all SEPTA meetings and keeps association records
	Corresponding Secretary	Sends out correspondence to Executive Board and community via Constant Contact

Committees:

Chair	On	Committee Name	Committee Description
		Arts & Enrichment	Obtains speakers, plans events and activities for Advanced Learners, Gifted/Talented and Twice Exceptional children
		Awards	Organizes Awards program to celebrate faculty who make exemplary contributions to the special needs community
		Board of Ed Rep	Attends monthly BOE meetings and reports back to SEPTA
		Council Delegate	Represents SEPTA at monthly Council meetings; casts votes on behalf of SEPTA membership at Council
		Fundraising	Coordinates fundraising – each fundraiser may have an individual Chair
		Legislation	Reviews educational bulletins and alerts from National, NY State, and local PTA offices and reports to SEPTA
		Membership	Encourages parents, teachers and staff to become SEPTA members; collects fees and maintains an accurate list of members
		Mini Grants	Receives and evaluates teacher requests for mini grants and presents to the Executive Board with recommendations
		Newsletter	Creates and electronically distributes newsletter
		Parent Support	Plans informal SEPTA events for parents, including monthly coffees
		Resource Directory	Creates/Updates SEPTA resource directory; works with Webmaster to post on website; sends out requests for submissions
		School PTA Reps	Attends all PTA Exec Board meetings and speaks on SEPTA's behalf, reports back to SEPTA's Exec Board. Each school has a SEPTA rep. Circle one. PES SIS SMS SHS
		Scholarship	Works on development of scholarship program for high school seniors
		Social Skills	Plans social opportunities for our children (sensory friendly movies, Refreshing Recess)
		Speaker Coordinator	Works with President to select and secure speakers; creates promotional flyer and Constant Contact to promote event
		Summer Fun Coordinator	Coordinates with lead teachers for the K-5 and 6-12 programs to determine daily activities, staffing and volunteers; develops flyer and registration packet
		Website	Responsible for the website content and design.

Qualifications/Comments: (attach a separate sheet if necessary)

Name: _____ **Email:** _____

Please return to the SEPTA Nominating Committee by April 18, 2023 to SomersSeptaNominations@gmail.com