



**Lincoln HS PTSA is seeking PTA nominations for the 2023-2024 school year.**

It is the responsibility of this Committee to nominate the best-qualified candidate for each office. To do this, we need your help. If you are interested in serving as a Lincoln HS PTSA officer or know someone who is, please indicate this on the form below.

Nominees should be familiar with Lincoln HS PTSA goals, policies, and procedures. It is important that potential candidates be PTSA members and team players. Please nominate one person per position. Officer descriptions can be found on page two of this flyer.

**Nominations must be submitted by Wednesday May 24, 2023.**

Please click on the link to complete nomination form [CLICK HERE](#)

If you have any questions, you may call us at 914-803-9975 Brenda Cardoza

**Position**

**Name/Contact**

**President**

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**1st Vice President**

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**Recording Secretary**

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**Treasurer**

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**Corresponding Secretary**

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**Student Representative**

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**Membership Chairperson**

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**Your Name** 

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**Your Phone** 

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**Your Email** 

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## **Lincoln HS PTSA Roles & Responsibilities**

### **PTA President**

*Your PTA members look to you for leadership in creating partnerships within your community and fostering an environment where family engagement is encouraged and respected. Responsibilities include:*

- Chairing Board and general meetings.
- Overseeing fiscal compliance.
- Serving as a liaison with school administration or community partners.
- Identifying challenges and offering solutions.
- Familiarizing yourself with all National, State and Regional PTA programs and resources.
- Recruiting and mentoring volunteers and future leaders.

### **Vice President #1**

*You may be called upon at any time to assume the role of president, temporarily or until the position is filled in accordance with your bylaws. Responsibilities include:*

- Implementing duties delegated by the president
- Representing the president in his or her absence
- Performing specific duties as provided for in the bylaws
- Familiarizing yourself with all PTA programs and resources
- Preparing for leadership by attending additional trainings and events that may be offered by your council, region, state or National PTA

### **Treasurer**

*Your PTA relies on you to ensure that appropriate financial records are kept, a budget is established and followed, and controls are in place to prevent theft or fraud. Responsibilities include:*

- Keeping accurate records and submitting written financial statements for meetings
- Ensuring an audit, financial review, or compilation is done in accordance with the bylaws
- Preparing an annual report to be used to review your PTA financial records
- Filing your PTA's 990 report to the IRS on time
- Overseeing proper handling of money, such as ensuring money is collected, counted, recorded, and deposited promptly and appropriately.

### **Secretary-Recording & Corresponding**

*You will serve your PTA by keeping an accurate record of meetings, which become part of the permanent history of the PTA. In some PTAs, the Secretary also has the responsibility of maintaining all PTA correspondence, including communications with members and notifications for meetings. Because of this, sometimes this position is split into two roles: Recording Secretary and Corresponding Secretary.*

Some responsibilities of the Secretary include:

- Working with the President to create a meeting agenda.
- Sending out meeting announcements, agendas, and supporting documents.
- Taking attendance and checking for quorum (minimum number of members who must be present to conduct business at a meeting) during voting.
- Presenting the draft minutes of the previous meeting, making any corrections and ensuring approved minutes are included in your PTA's permanent record
- Taking minutes, including counting, and recording any votes.
- Managing social media sites.

**Student Representative**

Student Representative's Promote PTA to students and be responsible for encouraging them to join the PTA and give input as to the needs of students.

**Membership Chairperson**

*The PTA membership chairperson works on the annual membership campaign.*

- The membership chairperson is responsible for creating and implementing a membership plan for the current school year.
- Promoting membership throughout the year
- Providing membership reports at PTA board and association meetings
- Collecting all dues and memberships forms and add them to Memberhub.