

**The Yonkers Council of PTA/PTSA (YCPTA) is seeking nominations for Officers for the 2018/2019 school year.**

A Nominating Committee was formed at October’s School of Instruction. 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 YCPTA officer or know someone who is, please indicate this on the form below.

Nominees should be familiar with YCPTA’s goals, policies and procedures. It is important that potential candidates be PTA members and team players. To be considered on the Council, you must have been a unit officer or worked on a committee for YCPTA. Please nominate one person per position. Officer descriptions can be found on page two of this flyer.

Nominations must be submitted by Friday, April 27, 2018.  
This form can be emailed to [ycpta@ycpta.org](mailto:ycpta@ycpta.org).

Elections will be held at the YCPTA Citizenship Awards on Thursday, May 10, 2018.

<b><i>Position</i></b>	<b><i>Incumbent</i></b>	<b><i>Name</i></b>
PRESIDENT	OPEN	_____
1ST VICE PRESIDENT	Arlene Burlingham	_____
2ND VICE PRESIDENT	OPEN	_____
3RD VICE PRESIDENT	OPEN	_____
TREASURER	OPEN	_____
CORRESPONDING SECRETARY	OPEN	_____
RECORDING SECRETARY	OPEN	_____

Your Name \_\_\_\_\_

Your Phone \_\_\_\_\_ Your Email \_\_\_\_\_

# Yonkers Council of PTAs Officer Duties

The YCPTA Nominating Committee needs to be assured that all prospective candidates are aware of the responsibilities of the position they are interested in. The following is a brief outline of the duties and responsibilities of each elected YCPTA officer. A more detailed description may be found in the PTA Bylaws. (Please note the responsibilities are not limited and may be expanded due to the scope of our association and school programs.)

## President

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- Vote when voting is by ballot or to break a tie
- File signature at bank where funds are deposited and approve all disbursements
- Call executive committee meetings as necessary
- Call special meetings of the executive board when necessary
- Share all national, state & district PTA mailings with all executive members, especially appropriate chairmen
- Be ex-officio member of all committees except nominating & auditing committee
- Coordinate the work of the officers and committees of the association in order that the purposes may be promoted
- Sign and execute all contracts, agreements or obligations in the name of the association with name & title (President)
- Approve all materials for the newsletter and committee correspondence mailed on behalf of association
- Attend YCPTA Monthly Board meetings & Represent the unit at Board of Education, City Council, Region, State meetings and at NYS PTA conferences & convention (or appoint an alternate)
- Responsible for overseeing all social media communication
- Participate in all advocacy related efforts

## 1st Vice President

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- Act as aide to the president; represent the president upon request
- Coordinates the Annual School of Instruction and oversees the work of all standing committees
- Attend YCPTA Monthly Board meetings & Represent the unit at Board of Education, City Council, Region, State meetings and at NYS PTA conferences & convention (or appoint an alternate)
- Presides at meetings in the absence of the president
- May not be ex-officio of any committee in the president's absence
- Participate in all advocacy related efforts

## 2nd Vice President

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- Act as aide to the president; represent the president upon request
- Attend YCPTA Monthly Board meetings & Represent the unit at Board of Education, City Council, Region, State meetings and at NYS PTA conferences & convention (or appoint an alternate)
- Participate in Committee work
- Presides at meetings in the absence of the president and 1st Vice President
- Participate in all advocacy related efforts

## 3rd Vice President

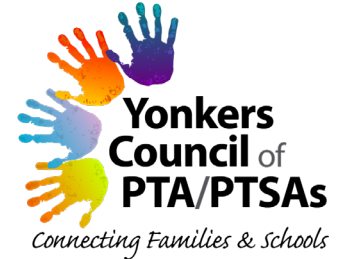
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- Act as aide to the president; represent the president upon request
- Attend YCPTA Monthly Board meetings & represent the unit at Board of Education, City Council, Region, State meetings and at NYS PTA conferences & convention (or appoint an alternate)
- Participate in Committee work
- Presides at meetings in the absence of the president and 1st & 2nd Vice president
- Participate in all advocacy related efforts

## Recording Secretary

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- Record minutes of all meetings
- Maintain a permanent file of the minutes, committee reports, & records pertaining to the work of the association
- Help the president set the executive board meeting agendas
- Attend YCPTA Monthly Board meetings & Represent the unit at Board of Education, City Council, Region, State meetings & at NYS PTA conferences and convention (or appoint an alternate)
- Participate in Committee work
- Keeps the attendance at all meetings
- Send the names & addresses of the elected officers to the region director immediately following their election
- Keep a copy of the by-laws and have them available at the meetings
- Participate in all advocacy related efforts



## Corresponding Secretary

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- Conduct correspondence of the association under the direction of the president
- Send notices of all meetings as required
- Process all correspondence pertaining to the work of the unit (letters of condolences, congratulations)
- Arrange for gifts/flowers (Holiday staff gifts, etc.)
- Obtain all permits for general meetings, executive board meetings & special events
- Attend YCPTA Monthly Board meetings & Represent the unit at Board of Education, City Council, Region, State meetings and at NYS PTA conferences & convention (or appoint an alternate)
- Participate in Committee work
- Keeps a record of all correspondence sent out in the name of the council
- Mails notices & minutes of executive board meetings within 2 weeks of upcoming meeting date to all executive board members
- Maintain all social media outlets and email database via Constant Contact
- Participate in all advocacy related efforts

## Treasurer

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- Have custody of all funds of the association
- Keep a full and accurate account of funds of the association
- Make disbursements as authorized by the president & executive board in accordance with the budget adopted by the association
- Present a financial statement at every meeting of the association
- Attend YCPTA Monthly Board meetings & Represent the unit at Board of Education, City Council, Region, State meetings & at NYS PTA conferences and convention (or appoint an alternate).
- Participate in Committee work
- Participate in all advocacy related efforts