

## **BE A PART OF THE WAVERLY PTA EXECUTIVE BOARD !**

### **IT DOESN'T HAPPEN WITHOUT YOU**

*The nominating committee for the **Waverly PTA** is looking for volunteers to fill many of the following Executive Board positions for the 2018-2019 school year. The success of our PTA depends on your input – please share your time and talents! Time commitments for each position vary and no prior experience is necessary.*

**Please submit your forms to the Waverly PTA Nominating Committee no later than Wednesday May 30<sup>th</sup>, 2018. Please place all forms in an envelope clearly marked Nomination Form – PTA and backpack to the Waverly PTA mailbox. Please contact Natalie Vero at [natalie.vero@aol.com](mailto:natalie.vero@aol.com) with any questions.**

**\*All Executive Board Members will be sworn in at the final PTA meeting on June 7<sup>th</sup>, 2018**

Below you will find descriptions of all the Waverly PTA Executive Board positions. All positions are open to all incoming Kindergarten and First Grade parents. Officers shall serve a term of one year with the option to serve a second year. Officers cannot serve more than two consecutive terms in the same office. Current Officers may serve for a total of two years in the same office.

#### **Co – Presidents (1 position)**

- Have general charge and supervision of the business and affairs of the PTA
- Sign and execute all contracts, agreements, or other obligations in the name of the PTA
- Preside over all meetings of the PTA, the Executive Board, and the Executive Committees
- Attend BoE work sessions, BoE meetings and PTA Council Meetings.
- Member ex-officio of all committees except for nominating and audit committees
- In cooperation with the Executive Committee, appoint committee chairpersons, except for those which other provisions are made
- Coordinate the work of the officers and committees of the PTA
- Keep a current copy of the PTA's state approved by-laws
- Attend monthly meetings with Principal Mari Doyle.

#### **Vice President – Cultural Arts (1 position)**

- Set up Cultural Arts budget with the President

- Work together to oversee the Waverly Cultural Arts program
- Organize and contract all Cultural Arts programs
- Review prior year's programs to determine which programs will be presented again.
- Work with teacher representatives to bring appropriate programs to the students
- Be present during the Cultural Arts Events to run the programs smoothly
- Present an outline of programs and budgetary costs to the Executive Board in early fall
- Organize and schedule assemblies, field trips and other school programs
- Research possibilities for alternative Cultural Arts programs
- Attend Executive Board and General Membership meetings

### **Treasurer (1 position)**

- Has custody of all funds of the PTA
- Keeps a full and accurate account of receipts and expenditures
- Makes disbursements as authorized by the president, executive board, or the association in accordance with the budget adopted by the association
- Issues written receipts for donations of seventy-five dollars ( \$ 75) or more
- Serves as Chairman of the Budget Committee to prepare a budget to the Executive Board for review and for adoption by the membership.
- Presents a financial statement at every meeting or upon the request of the executive board.
- Presents a complete annual report at the annual meeting held in June
- Presents financial records to an audit committee or professional auditor and have ready a financial statement to be adopted by membership at the first meeting of the succeeding school year.
- Is responsible for the maintenance of books and accounts
- Files all forms as required by law with the IRS and NY State agencies
- Responsible for all checks being written- all checks require 2 signatures
- Attends Executive Board and General Membership meetings

### **Secretary (1 position)**

- Records and maintains a permanent file of the minutes of all meetings.
- Sends names and addresses of the elected officers to the region director, following their election
- Maintains a permanent file of the committee reports, membership lists, and records of the PTA
- Keeps a current copy of the PTA's state approved by-laws
- Attends Executive Board and General Membership meetings

### **Membership (1 position)**

- Acts as aide to the President
- Heads annual PTA membership drive for faculty, admin ans Waverly families
- Generated electronic membership cards and coordinate with Data Communications Officer to compile online school directory of members

- Works with Secretary and Treasurer to keep accurate counts of membership and to provide updated membership lists.
- Complies with all NTS PTA requests as related to the Membership of Waverly PTA
- Attends Executive Board and General membership meetings.

Please stay tuned for positions in individual committees for next year at the last PTA meeting on June 7<sup>th</sup> 2018 and on line.

**Positions Include:**

**After-School Club Committee Chairs ( 2 Positions )**

**Head Class Parent**

**Spirit / Boosterthon / Vendor Fair Committee**

Thank You !

Waverly PTA

# Waverly Executive Board Self-Nomination Form

Personal Profile:

Name:

\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email:

\_\_\_\_\_

Child/Children attending Waverly:

\_\_\_\_\_

Grade(s) in 2018-2019 school year:

\_\_\_\_\_

History of volunteer work, other PTA positions held (\* officer positions or committee chair), other interests. Please note, prior PTA experience is not a prerequisite for holding a position on the Executive Board.

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Why would you like to serve on the executive board? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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Board position of interest:

\_\_\_\_\_

Special talent or skill:

\_\_\_\_\_

Your vision for the 2018-2019

Board: \_\_\_\_\_

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Please return this form in a sealed envelope by Wednesday May 30<sup>th</sup>, 2018, Attn: Waverly PTA  
– Nominating Committee via backpack or email [natalie.vero@aol.com](mailto:natalie.vero@aol.com)

*The committee is not obligated to nominate any current officer eligible to serve a second term. Each nominee must be evaluated independently and by the same criteria as all other nominees. The committee is obligated to seek out those eligible members who would best serve a particular office. A self-nomination does not guarantee a place on the slate. The slate is determined by the nominating committee, all deliberations are confidential.*