

# Now Seeking Interest for Montessori Academy PTA Officers for the 2017-2018 School Year!

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It is time once again for the PTA Nominating Committee to recruit candidates to hold PTA Officer roles for next year. The goal of the nominating committee is to enlist the talents of as many Montessori Academy parents, friends, family, and community members as possible. The nominating committee's responsibility is to consider all persons interested in a particular PTA position. Please review the attached information and indicate any positions that you may be interested in fulfilling. You may also wish to recommend someone you think would be an ideal recruit for a particular office. We need to receive all nominations no later than Friday, May 19, 2017. The nominating committee will review and speak to all suggested candidates and develop a slate of their recommended officers. For more information about [their process](#), view <https://drive.google.com/open?id=0B50G-E1tLrO7SFRJSUpzSXJLTjQ>. PTA officer elections will take place at the General Association (Annual Election) meeting **June 8, 2017, at 6:30 pm**. If you have any questions, please contact any member of the nominating committee:

- Harriet Fisher, Nominating Committee Chair, [harrietfisher01@gmail.com](mailto:harrietfisher01@gmail.com)
- Sherphine Dailey, parent liaison, [Sherphine.Dailey@rcsdk12.org](mailto:Sherphine.Dailey@rcsdk12.org)
- Michael Kribs, parent, [Mikekribs@gmail.com](mailto:Mikekribs@gmail.com)

**Please fill out the attached forms and return them in your child's student take-home folder or place in the PTA mail slot in the Montessori Academy main office by Friday, May 19, 2017.**

## MONTESSORI ACADEMY PTA OFFICER POSITIONS

**President:** Coordinates officers and committees, presides at PTA meetings, attends PTA District and Council meetings as necessary, and works closely with the Principal. **Time:** Presides at monthly evening PTA board meetings. Year-long commitment including work over summer.

**Vice President:** Assists the president with agreed upon duties. Oversees and liaisons with PTA event and program chairs. Liaison to the chair of the Parent Volunteer Program. Presides at monthly evening PTA meeting in the event the president is absent. **Time:** Attends monthly evening PTA Board meetings. Workload varies throughout the year depending on choice of educational and event initiative.

**Secretary:** Attends and records Minutes of all PTA Board meetings. Oversees and helps implement the electronic E-Folder program and supports the PTA President in promoting PTA activities and programs on the website. Has access to reliable email and computer; enjoys using the computer and the internet. **Time:** Attends monthly evening PTA Board meetings. Variable workload. Workload heaviest at the beginning of the school year and approximately 1 hr/week throughout the school year.

**Treasurer:** Keeps permanent books of all monetary transactions and performs all duties expected of a Treasurer. **Time:** Attends monthly evening PTA Board meetings in addition to a workload that varies.

*Keep this page for your reference and notes.*

**PLEASE INDICATE BELOW ANY AREAS OF INTEREST AND RETURN TO** Montessori Academy PTA mail slot in the main office (or via your child's student take-home folder) **NO LATER THAN May 19, 2017.**

**TO:** 2017-2018 Nominating Committee

**From: Your Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

I am nominating the following person for the following PTA office(s):

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Child's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Teacher** \_\_\_\_\_

**Comments** \_\_\_\_\_

**If more than one position interests you, please let us know.**

\_\_\_\_\_ **President** \_\_\_\_\_ **Vice President** \_\_\_\_\_ **Secretary** \_\_\_\_\_ **Treasurer**

### **About Serving as a PTA Board Member:**

Who can serve? Men, women, parents, grandparents, teachers, staff, and members of the community who are members of the Montessori Academy PTA (\$4 annual dues) can serve as an officer or board member. If you are not currently a member, you can become one today by purchasing a membership, for only \$4, with our quick online member registration process <https://nyspta.force.com/NewMemberRegistration?unit=07-309>. You do not have to have a student at Montessori Academy to serve on the PTA. Good candidates for PTA officers are adults who have a willingness to:

- Learn what the PTA's purposes and policies are and to follow them.
- Reflect and embrace the diversity of the school community.
- Participate in leadership training programs.
- Distribute materials promptly.
- Create a climate of support and mutual respect.
- Delegate responsibility.
- Train and encourage new leaders.
- Network with other PTAs and community groups and agencies

### **Frequently Asked Questions:**

- **What is required financially of a PTA officer?** The only financial requirement is that all officers are required to be a PTA member. Membership dues are \$4/year.
- **What about training costs?** On-line training materials and in-person workshops are available at no cost to the volunteer.
- **What about purchasing the items needed for the activities of a particular office?** Officers are not expected to incur any out-of-pocket expenses because they follow the PTA budget and work within a budgeted amount. Materials and supplies used during the course of your volunteer service are approved expenses in the PTA budget and you know ahead of time what that approved amount is.