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## HHH SEPTA Executive Committee 2022-2023 PTA Officer Nominating Form

The Nominating Committee was selected at the February 2022 HHH SEPTA Meeting. The five members of the Nominating Committee will be meeting to review and discuss all the applications submitted for positions on the Executive Committee of the HHH SEPTA. It is their responsibility to nominate and present a slate two weeks before the Friday, April 29, 2022 SEPTA meeting of the best qualified individual for each position.

If you are interested in applying for a position or nominating another person, please fill out the bottom portion of this form and write a letter containing your/their qualifications and a brief statement as to why you think you/they are the best candidate. Be sure to include all your/their PTA experiences and any other information pertaining to the desired position.

**Please return the attached form in a sealed envelope by Friday, April 1, 2022.**

**HHH SEPTA Nominating Committee**  
**Fran Greenspan Administrative Building/ HHH SEPTA Mailbox**  
**525 Half Hollow Road**  
**Dix Hills NY 11746**

**Questions? Please contact Nominating Committee Chair:**  
**Michelle Cooke, [Cookemichelle39@gmail.com](mailto:Cookemichelle39@gmail.com)**  
**Nominating Committee Members**

**Annette Galant: [a.gallant01@yahoo.com](mailto:a.gallant01@yahoo.com); Liz Dunst: [jettagirl76@hotmail.com](mailto:jettagirl76@hotmail.com);**  
**Tom Emberley: [tom.emberley.3@gmail.com](mailto:tom.emberley.3@gmail.com); Samantha Bayne: [samsky877@gmail.com](mailto:samsky877@gmail.com)**

APPROVED FOR DISTRIBUTION  
MAR 18 2022  
DR. PATRICK HARRIGAN  
SUPERINTENDENT OF SCHOOLS

The nominee must be a current member of HHH SEPTA in order to be a candidate for the Executive Committee for the 2022/23 School Year.

**Please submit all nominations by Friday, April 1, 2022**

**PRESIDENT/ Co President:** Presides over all meetings of the PTA, appoints the Standing and School Committee Chairman, coordinates the work of the officers and the committee, signs checks with the treasurer and prepares the Budget. **MUST** attend monthly President and Council meetings, as well as, any other required Council or District events.

**VICE PRESIDENT 1:** Acts as an aide to the President represents the President upon request;

**VP Of Membership:** Sells memberships, helps develop membership goals and marketing plans to increase unit membership, keeps Treasurer aware of membership numbers and provides Recording Secretary with an updated membership list.

**RECORDING SECRETARY:** Records and maintains a permanent file of the minutes of all the meetings of general membership, executive committee, and executive board; maintains a permanent file of committee reports, membership lists and any other records relating to the work of HHH SEPTA.

**CORRESPONDING SECRETARY:** Manage our email account; create and schedule all e-mail blast correspondence as requested by President and VP of Membership; conduct and maintains a file of all correspondences pertaining to the work of HHH SEPTA; sends notices of all meetings.

**TREASURER:** Has custody of all the funds of HHH SEPTA; keeps accurate account of receipts and expenditures; makes disbursements as authorized by the president in accordance with the budget; presents Treasurer's Report at all meetings; monthly audits and submits all financial records to auditor for annual examination, file forms to IRS & NYS agencies; keeps President informed of all financial transactions.

*AMM*  
3/17/22



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HHH SEPTA Executive Committee  
2022-2023 PTA Officer Nominating Application Form  
Due Date: Friday, April 1, 2022

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

CELL # \_\_\_\_\_ EMAIL \_\_\_\_\_

School(s) Children Attend: \_\_\_\_\_

Please check off the position you are applying to:

President / Co President

Vice President

Recording Secretary

Corresponding Secretary

Treasurer

I am available for any position

SCHOOL PTA POSITIONS HELD (Attach additional paper if needed)

Please describe why you are a good candidate for the desired position (attach additional paper if needed):

**\*\*\*All positions for the Executive Committee are responsible for attending monthly HHH SEPTA general meetings and monthly Executive Committee meetings. In addition, Executive Committee members are expected to cover HHH PTA Council Meetings & District Committee Meetings on an as needed basis.**

Please return the attached form in a sealed envelope by  
Friday, April 1, 2022  
HHH SEPTA Nominating Committee  
Fran Greenspan Administrative Building / HHH SEPTA Mailbox  
Attention: Nominating Committee  
525 Half Hollow Road  
Dix Hills NY 11746