



# CALL FOR NOMINATIONS

[www.hhhsepta.org](http://www.hhhsepta.org)

## HHH SEPTA Executive Committee 2020-2021 PTA Officer Nominating Form

### DO YOU WANT TO MAKE A DIFFERENCE?

The Nominating Committee will be elected at the September 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 October 26, 2020 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, October 2, 2020 no later than 3pm addressed to:**

**HHH SEPTA Nominating Committee**

**Attention: Caryl Deiches**

**1 Durham Drive Dix Hills, NY 11746**

**Questions: Attend the HHH SEPTA Meeting, Virtual (Friday, September 25, 2020 @ 10am)**

The nominee must be a current member of HHH SEPTA in order to be a candidate for the Executive Committee for the 2020/21 School Year.

**Please submit all nominations by Friday, October 2, 2020 by 3pm.**

**VICE PRESIDENT:** Acts as an aide to the President and VP of Membership; represents the President upon request;

**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.

\*\*\*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 on an as needed basis.

APPROVED FOR DISTRIBUTION

SEP 11 2020

DR. PATRICK HARRIGAN  
SUPERINTENDENT OF SCHOOLS

*Amma 9/11/20*

