

Dear Gardner-Dickinson families:

Our current terms for all our PTA officers will expire at the end June 2021. Therefore, opportunities exist to fill the positions of President (or Co-Presidents), Vice President, Treasurer and Secretary. The Officer positions are a two-year term and will be effective July 2021 – June 2023.

A Nominating Committee will be created in March/April 2021 and will begin meeting to seek interest and select a nominee for each position. The nominees will be presented at the elections meeting to be held in May/June of 2021.

If you are interested in becoming a WPTA Officer, it is a great time to explore and learn more about our wonderful Wynantskill PTA. Some may be curious as to what the PTA entails and you can learn for yourself by attending any of our public meetings (via Zoom currently). Attendees are always welcome!

For those looking for more detailed information regarding Officer duties, we put together a summary of what each position encompasses below:

President (Co-Presidents*):

*Please note that our bylaws allow you to join with a second person in a co-presidency. If you choose that option, you must run together.

The President is elected to direct the affairs of the PTA in cooperation with the other Officers for a term of office specified in the bylaws. More specific duties are as follows:

- Experience as an officer or in any similar job in the past is optimal but not required.
- Handle regular inquiries from parents and the school and have the free time available to respond to these inquiries in a timely manner.
- Qualities such as discretion, tact, and an ability to be a good mediator are crucial for success.
- Create a Board of Education report and regularly attend the Board of Education meetings (or send another officer in your place).
- Will delegate assignments as needed for the other officers, in particular the Vice President.
- Read and understand all NYS PTA correspondence received. Become familiar with the local and NYS bylaws/other helpful resources provided by the NYSPTA and be able to answer questions about them.
- Have sufficient time available to become well informed about the various committees, events, etc. that the Wynantskill PTA handles.
- Will hold officer meetings when needed, schedule PTA meetings at the school, and chair those meetings (in accordance with Roberts Rules of Order).
- Ensure the Wynantskill PTA information is up to date and that the members have access to the information needed.
- Meet deadlines and insure other officers and chairs do as well.
- Oversee the various committees and events.
- Handle the Wynantskill PTA's insurance renewal in conjunction with the Treasurer.

Nichole Hurbanek, President - nhurbanek@gmail.com; Paul Koniowka, Vice President – paul.konifka@yahoo.com;
Meghan Allen, Treasurer – meghanballen@gmail.com; Jennie Brown, Secretary – jenniebrown4pta@yahoo.com

Wynantskill PTA

Vice President:

- The main job of the Vice President is to assist the President in all requested matters.
- Availability to attend and assist at events.
- Typically assigned a membership role to facilitate the process (includes helping recruit members, entering member applications and passing member application monies to Treasurer).
- Presides over meetings if the President cannot attend.
- Able to assume the duties of the President in the case of resignation until such time as a new President can be elected.

Treasurer:

- Will handle all monies taken in by the PTA and insure accurate counts & records.
- Will need to do regular/timely deposits.
- Will create budgets and simple financial statements.
- Preserve written/hard copy records and backup materials for all incoming and outgoing transactions.
- Will reconcile all bank accounts monthly and have those reconciliations verified for accuracy by a member of the PTA that is not an officer.
- Have flexible availability to check the PTA mailbox, deliver checks to the school or mail checks to vendors, and provide money when necessary at the last minute.
- Be available to meet up with another check signer for the secondary signature on all checks.
- File the annual tax return (990) by November 15th each year through the NYSPTA.
- Pay member dues to the NYS PTA and track the Wynantskill PTA's share of dues returned.
- Facilitate the annual audit at the end of each fiscal year.
- The treasurer must have a computer with Excel and a printer available.

Secretary:

- Should be available to attend all PTA meetings, take notes during those meetings, prepare minutes thereafter and provide those minutes in a timely manner to the rest of the officers for review.
- Will update any PTA documents needed/completes correspondence as assigned by the President.
- Be a liaison to the communications chair, ensuring they are kept up to date on all communications needed to be relayed to the school and parents.
- Assist the President to prepare the agenda if needed.
- The secretary must have a computer with some kind of word processing software available.

*All positions should keep their records/notes/documents and make them available if/when needed to the new officers. They should also attempt to attend trainings/conferences provided by the NYS PTA whenever able.

If you have any other questions you can contact Jennie Brown at jenniebrown4pta@yahoo.com

Thank you in advance for your interest in our school's PTA!

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Meghan Allen, Treasurer – meghanballen@gmail.com; Jennie Brown, Secretary – jenniebrown4pta@yahoo.com