

Hello Gardner Dickinson Families!

On Tuesday May 4, 2021 we will be holding a Zoom PTA meeting at which time we will be electing new officers to serve on the PTA Executive Board for the 2021-2023 school year. A nominating committee has been formed and we would like your input on recommending PTA officers to fill these positions. Officers will serve a term of two years, and no more than one two-year term in the same office. Here is a brief description of the open positions and their roles.

**President:** We're seeking a creative problem solver who is comfortable delegating tasks and can help us to focus on the agenda. You will preside over Executive Committee meetings, PTA Board meetings and general PTA meetings, possess a good working relationship with school administration, and respond to information requests from parents and staff.

**Vice President:** If you are unsure of taking the lead, this position allows you to be part of the decision making on important issues throughout the year. You will assist the president with all duties, plan and conduct membership enrollment efforts, maintain accurate membership records and attend PTA meetings. (lead meetings if the president is unavailable)

**Treasurer:** We're seeking someone who would be comfortable with overseeing funds, receiving and disbursing all monies in accordance with the budget as approved by the PTA membership, maintain accurate financial records to present to the PTA board, prepare an annual financial report, submit the financials for monthly audit, files tax return(s) as required, and prepare the budget.

**Secretary:** If you have good computer and listening skills, this might be the position for you. You'll assist in note taking, record keeping, schoolwide communications in conjunction with the communications chairperson, and compiles and distributes minutes of all PTA board meetings.

If you are interested in one of the positions or know someone who you would like to nominate, please fill out the nominating form attached and submit via email to all 3 of the nominating committee members below no later than April 19<sup>th</sup>. The nominating committee will review all entries during their meeting on April, 20<sup>th</sup>. As a reminder you must be a PTA member in order to hold an officer position. You can register here at <https://wynantskill.memberhub.store/> and sign up for the parent portal at <https://wynantskill.memberhub.com> If you have any questions, you may contact any of the committee members below.

Thank you for your consideration.

Wynantskill PTA Nominating Committee,  
Meghan Allen (Chair) [meghanballen@gmail.com](mailto:meghanballen@gmail.com)  
Kate Mercado [katemercado22@hotmail.com](mailto:katemercado22@hotmail.com)  
Lauren Russell [laurenxrussell@gmail.com](mailto:laurenxrussell@gmail.com)

# Wynantskill PTA

## Wynantskill PTA Officer Nominating Form

Are you interested in serving as a PTA Officer for the 2021-2023 School year?

Or

Do you know an individual who would be perfect for one of the positions?

Open Positions include:

**President, Vice President, Treasurer, and Secretary**

To see detailed job descriptions under our unit bylaws, go to <https://wynantskill.memberhub.com> (under files).

**Your Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I would like to nominate \_\_\_\_\_ (nominee must agree)  
for the position of \_\_\_\_\_

I would like to nominate myself \_\_\_\_\_  
for the position of \_\_\_\_\_

Nominee's phone # \_\_\_\_\_

Email \_\_\_\_\_

Please include a brief description of some of your qualifications or the persons that you're recommending for a position below.

---

---

---

---

---

Wynantskill PTA Nominating Committee  
Meghan Allen (chair) [meghanballen@gmail.com](mailto:meghanballen@gmail.com),  
Kate Mercado [katemercado22@hotmail.com](mailto:katemercado22@hotmail.com)  
Lauren Russell [laurenxrussell@gmail.com](mailto:laurenxrussell@gmail.com)