

Dear Parents and Guardians:

Baruch College Campus High School is experiencing yet another year filled with many great successes! The PTA is a proud supporter and active partner in many of the innovative ideas and programs involving our students, teachers, staff and tireless principal, Alicia Perez-Katz.

We hope to continue to champion both the quality and quantity of our children's classroom and extra-curricular experiences by building a strong PTA Executive Board for the upcoming 2018-19 academic year. **Elections for the upcoming year will be held at the May PTA meeting, Wednesday, May 16, 2018 at 6 p.m.** There are no absentee or proxy votes, so please attend if you can.

All 2018-19 Executive Board positions are open for election. Our bylaws state that each position has a term of one year, with no more than two consecutive terms in the same position unless no new candidates emerge.

Many of our current board members have children who will be graduating, and will therefore not be running. Still, several of our current officers have expressed their interest in continuing for the 2018-19 academic year. This means that there will be a core group of people who are familiar with and enthusiastic about supporting our school through the PTA. It also means there is plenty of room for additional new members who can bring a fresh perspective, take on leadership and supportive roles, and make the PTA even better next year and in the years that follow!

We hope that you will consider volunteering or nominating a fellow parent/guardian to hold one or more Executive Board positions. Your participation is the key to our success!

If you would like additional information about any of the officer positions or would like to submit nominees (yourself or others), please contact nominating committee chair Mary Vallon at [marylee.vallon@gmail.com](mailto:marylee.vallon@gmail.com) or submit the attached form by **Friday, May 4**.

We look forward to hearing from you!

Respectfully,

PTA Executive Board 2017-18

Below are brief highlights of each position. Duties of officers include, but are not limited to:

**President/Co-Presidents:**

- Preside at all meetings of the PTA and shall be an ex-officio member of all committees except the nominating committee
- Appoint chairpersons of PTA committees with the approval of the Executive Board
- Attend all regular meetings of the district presidents' council and be a core member of the school leadership team
- Meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings
- The President or one of the Co-Presidents or their designee shall represent the PTA on district committees.

**First Vice-President or Co-First Vice-Presidents:**

- Assume the President's/Co-Presidents' duties in their absence or at their request

**Second Vice-President or Co-Second Vice-Presidents:**

- Assist the President/Co-Presidents and assume their duties in their absence or at their request

**Secretary or Co-Secretaries:**

- Maintain the official record (minutes) of the proceedings and actions of all PTA meetings
- The responsibilities shall include the preparation of notices, agendas, sign-in sheets and distributed materials
- Prepare and read the minutes of each PTA meeting and make copies of the minutes available upon request
- Maintain custody of the PTA's records on school premises
- Sign and incorporate all amendments into the bylaws and ensure that signed copies of the PTA bylaws with the latest amendments are on file in the principal's office
- Review, maintain and respond to all correspondence addressed to the PTA

**Treasurer/Co-Treasurers:**

- Responsible for all financial affairs and funds of the PTA
- Maintain an updated record of all income and expenditures on school premises
- Be prepared to present and provide copies of financial reports at all PTA meetings
- Prepare and provide the January 31st interim and June annual financial accounting reports
- Make available all books and financial records for viewing by members upon request and for audit

**All Positions:**

- Prepare all financial records and assist with the June transfer of all PTA records to the incoming Executive Board

## Intent to Run/Nomination for BCCHS 2018-2019 PTA Executive Board

Election at PTA Meeting Wednesday, May 16, 6 p.m. You must be there to vote.

Please place completed form in the PTA mailbox by 3pm on Friday, May 11. The PTA mailbox is located in the school's main office.

Parent/Guardian Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

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

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

I may be contacted at work

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1.) I intend to run for Baruch PTA for the following position:

- President/Co-President
- Vice President/Co-Vice President
- 2<sup>nd</sup> Vice President/Co-2<sup>nd</sup> Vice President
- Secretary/Co-Secretary
- Treasurer/Co-Treasurer

2.) I would like to nominate the following parents/guardians for the following positions:

Name: \_\_\_\_\_

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

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

Position: \_\_\_\_\_

3.)  I do not wish to hold an office on the Executive Board at this time, but I would like to volunteer to support the school in other ways. Please use the space below to elaborate if you wish, for example, to help out at bake sales, run special events, tech support, speaker, etc.