

# PTA LEADERSHIP NOMINATION FORM



The PTSA Nominating Committee is accepting nominations for the upcoming year's Executive Board positions. You may nominate yourself or someone else, using a separate form for each nominee. In addition to considering these nomination forms, we may solicit/reach out to specific members of the community until we collectively feel that the best fit for each position is slated.

We will strive to create a slate that represents all in our community at North Country Road Middle School & Miller Place High School. Our goal is for every parent/teacher/student to have a voice in our PTSA & become actively involved in enriching the opportunities we can provide to our students.

**We're tasked with selecting just one nominee per position for the slate. If we receive multiple nominations per position & you are not selected, please know that your desire to be actively involved is so very appreciated & welcomed, and you'd be a huge asset on a committee. Finally, if you wish to challenge the slated nominee at the upcoming election/charter meeting, Letters of Intent to run from the floor will be required in advance of the meeting (in June, exact dates TBD).**

Those serving our nominating committee are:

- *Brianna Richardson, Chairperson*
- *Rachelle Kidd*
- *Kristina Laudonio*
- *Stephenie McHugh*
- *Jenna Stingo*

## Form submissions will be accepted via:

- Mail or drop off to NCR or MPHS:  
must write "Attn: PTA" on front of envelope
- Email to [mppta.6to12.nominating@gmail.com](mailto:mppta.6to12.nominating@gmail.com)

**DEADLINE:**  
Only forms received by  
**05 / 06 / 2024**  
will be considered

- Thank you for supporting our PTSA -

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Please type or legibly print, providing information below pertaining to the nominee:

I am nominating the following person: \_\_\_\_\_

SELECT ONE:  Self  Another      PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_  Parent  Teacher

For the following position(s):

- President                                       Vice President  
 Treasurer                                         Secretary

Do you have a child in Miller Place SD? If so, what grade(s)? \_\_\_\_\_

Do you currently, or plan to in the future, homeschool your child? \_\_\_\_\_

\*\*\*\*\* ALL SUBMISSIONS ARE CONFIDENTIAL \*\*\*\*\*

Describe why this person wishes to serve on the Executive Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe this person's qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe this person's availability to serve: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any specific programming ideas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe this person's vision for the PTSA: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What purpose does this person believe the PTSA will serve that differentiates the PTSA from the already-existing PTO? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_ Valid if received by 05/06/2024  
( PRINT NAME )

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
( DATE SIGNED )

Feel free to attach any other information about this candidate (limit to 1 page) that may be helpful to the Nominating Committee. (examples: a letter, a resume containing employment/volunteer/organization leadership/education experience that may be relevant, etc)

# EXECUTIVE BOARD POSITIONS

## - RESPONSIBILITIES & DESIRED QUALIFICATIONS -

The below is a list of the open Executive Board positions on the Miller Place 6 to 12 PTSA that we are seeking to fill for the upcoming school year. Starting this new group is very exciting, and **we need your help to provide our students the best opportunities & the most fun this coming year.**

Note that in addition to the listed responsibilities for each specific position, all members of the Executive Board should anticipate attending the board & general membership meetings.

The last column, Examples of Desired Skills, should not be misconstrued as a list of requirements that must be met. Instead, it should provide insight into the Nominating Committee's thought process of factors we may consider when reviewing nominees & selecting the best fit for the slate.

Also of much importance for all on the Executive Board are the following interpersonal skills & mindset: capable of working with all people, able to delegate to & empower committee members, and committed to involving the membership at all possible times. We in Miller Place are lucky to have a helpful & eager community of very talented parents & teachers possessing diverse skills & creative ideas that would benefit the PTSA, so those elected to the Executive Board should be equally eager for the community at large to have their voice be heard.

- Thank you for supporting our PTSA -

<u>POSITION</u>	<u>TENTATIVE RESPONSIBILITIES (subject to change)</u>	<u>EXAMPLES OF DESIRED SKILLS</u>
<b>President</b>	<ul style="list-style-type: none"> <li>• Prepares agenda for &amp; presides at all meetings</li> <li>• Coordinates the work of the executive officers, chairs &amp; committees</li> <li>• Supervises all business affairs of the PTSA, including signing all contracts</li> <li>• Appoints committee chairs</li> <li>• Represents the MP 6 to 12 PTSA at regional training / functions as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership skills &amp; experience</li> <li>• Role model &amp; positive representative of MP community</li> <li>• Ability to separate personal beliefs (political, religious, etc) from PTSA dealings</li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>• Coordinates with committee for planning programs</li> <li>• Coordinates (liaison) with NCRMS &amp; MPHS administration for scheduling, logistics, etc.</li> <li>• Acts as aide to president</li> <li>• Performs duties of president in absence of president</li> </ul>	<ul style="list-style-type: none"> <li>• Communication &amp; coordination skills</li> <li>• Experience with planning events / fundraising / programming</li> <li>• Good relationship with school admin</li> </ul>

<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Has custody of all the funds of council</li> <li>• Keeps accurate account of receipts &amp; expenditures</li> <li>• Makes disbursements as authorized by the president in accordance with the budget</li> <li>• Serves as the chairman of the Budget Committee to prepare budget for approval</li> <li>• Presents a financial statement at all meetings</li> <li>• Submits financial records for annual audit</li> <li>• Files forms required by IRS &amp; NYS agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Manage a budget</li> <li>• Previous experience as Treasurer</li> <li>• Employment in relevant fields (ex: financial/economic accounting/etc)</li> <li>• Strong grasp of technology including excel &amp; spreadsheets</li> <li>• Highly responsible &amp; trustworthy beyond reproach</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Records &amp; maintains a permanent file of the minutes</li> <li>• Maintains a permanent file of committee reports, membership lists &amp; any other records</li> <li>• Assists the president in preparing meeting agendas</li> <li>• Is responsible for all communications (with membership including notices of meetings, with region director, etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Strong organization skills</li> <li>• Highly discrete for confidentiality of members' contact information</li> <li>• Experience creating agendas &amp; recording meeting minutes, or similar skills</li> <li>• Strong writing skills to communicate to membership</li> </ul>