



The Forest Road PTA is now looking for nominees for the PTA Executive Board for the 2012-2013 school year.



The PTA Nominating Committee will be meeting to nominate candidates for the **PTA Executive Board** to be elected at our general meeting on **April 4th** at Forest Road School.

The Nominating Committee wants your input! Please let us know who you think is best qualified to fill the elected leadership roles. Is it you? A friend? A new person who's interested in getting involved?

Positions are open to all PTA members.

Please note that current positions held do not guarantee automatic re-nominations or acceptance.

You do not need to sign your name. **All information will remain confidential.**

	<p>Please use the recommendation form <u>on back</u> and submit it in a <u>sealed</u> envelope marked: "NOMINATING COMMITTEE"</p> <p>Return it to school with your child or place in the PTA Mailbox no later than <u>Monday, February 27, 2012</u> Only <u>written</u> recommendations will be accepted.</p>	
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The envelopes will remain sealed and will be opened only in the presence of the entire Nominating Committee at its meeting.

- No person shall be elected to serve more than 2 consecutive one year terms in the **same** office (however, they may be elected to another position).

The following are: Current officers serving their second/final term:

Vice President – Ways & Means	Sabrina Brandon
Corresponding Secretary	Annie Iccari

The following are: Current officers serving their first term. They may be re-nominated/elected.

Co-President	Zavida Mangaru
Co-President	Onika McDonald
Vice President - Programming	Kenroy Woodley
Treasurer	Natalie Cange
Recording Secretary	Carolyn Pean
Financial Secretary	Althea Campbell
Delegates to Council	Deepika Jain, Alicia Matthew, Valerie Van Etten

Thank you in advance for your valuable assistance in this important task

If you have any questions, please e-mail Natalie Cange at nmitchellcange@aol.com or call 516-946-2650



FOREST ROAD SCHOOL EXECUTIVE BOARD POSITIONS



Position	Brief Job Summary (see http://www.valleystream30.com/our_schools/forest_road_school) for more detailed descriptions)
President or/Co-Presidents	Lead(s) and coordinate(s) the work of the PTA. Work(s) closely with the Principal and PTA officers. Preside(s) at Executive Board & General meetings; coordinate(s) & plan(s) activities
1 st Vice President (Ways & Means)	Helps plan, coordinate & execute fundraiser events. Serves as a Liaison to the Board.
2 nd Vice President (Programming)	Helps plan, coordinate & schedule appropriate programming/school events and chairpersons.
Treasurer	Responsible for managing all financial transactions, monitors expenses & receipts, issues checks, distributes gives monthly reports at PTA business meetings and balance books.
Recording Secretary	Records minutes of general PTA & Executive Board meetings
Financial Secretary	Coordinates & runs PTA membership drive
Corresponding Secretary	Notifies Executive Board of upcoming meeting; conducts PTA correspondence
Delegate to Council (3 seats)	Forest Road Representative (Attend bi-monthly Valley Stream PTA Council Executive meetings) Events: Lights on Education, Legislative Breakfast, etc. Serves as a communication link between the two groups

-----tear off-----

Qualifications: You must be a current member of the PTA as should the person(s) you recommend. You may recommend **yourself**, and/or **any another qualified candidate**. You may recommend an eligible **current officer for reelection**. You can recommend as many people as you wish or more than one person per position.

I Recommend The Following People For Nomination:

President(s)

Recording Secretary

Vice President – Ways & Means

Financial Secretary

Vice President – Programming

Corresponding Secretary

Treasurer

Delegates to Council (3 seats)

Complete as many forms as you would like!

Qualifications & Comments

Form may be copied



FOREST ROAD SCHOOL
EXECUTIVE BOARD POSITIONS

PTA
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