

Dear Parents,

The 2019-2020 PTA Nominating Committee would like to invite nominations for the following PTA Executive Board positions for the 2019-2020 school year:

President  
Vice-President  
Recording Secretary

Beyond any skill or qualification, these positions require enthusiasm, a sense of cooperation and a commitment to Catholic educational values. Executive Board members must be able to work well with others and recognize the importance of all volunteers. They must also be able to respect their position as visible representatives of Saint Ann School and conduct themselves accordingly. Individuals who serve on the PTA Executive Board must be parents of currently enrolled students and must be able to commit to at least one evening meeting per month. In addition to the duties of their positions, all Executive Board members are expected to serve a two-year term. They must also expect to attend two diocesan and regional PTA conferences during the year. Please note, serving as a PTA Executive Board member will fulfill your annual 25-hour volunteer work requirement.

The PTA Nominating Committee strongly encourages all parents with an interest in serving the school to place their name in for consideration for these important and much needed positions. Strong leadership will enable the PTA to continue its positive work within the school as we work together to benefit our children. The nomination process is only for the Executive Board positions. Committee chairpersons will be appointed by the incoming President.

Nominations will be accepted for the above mentioned positions through self-nomination or nomination of another individual. In either case, the attached Letter of Nomination should be filled out completely and returned to school in an envelope marked "PTA Nomination Committee" by MARCH 22, 2019.

All nominations will be kept strictly confidential. Final appointment will be determined after a nominating committee and administrative review of all returned letters.

Following are brief descriptions of the Executive Board positions:

**President or Co-President** – will preside at the meetings of the general membership and of the executive board. They will determine the PTA calendar of events and fundraisers, develop the PTA operating budget, and appoint the committee chairpersons. In the case of co-presidents, the duties of this office will be shared according to their strengths and interests.

**Vice President(s)** – (May be one or two individuals) will, in the absence of the president, perform all the duties of the president. In addition, the Vice-President(s) will serve as PTA Membership Directors, will publish the PTA directory, will serve as Director of Speakers and Programs for general meetings, and will coordinate planning and executing the New Family Orientation. Vice-President(s) will assist the President in recruiting chairpersons for PTA events.

**Recording Secretary** – will keep the minutes of the general and executive board meetings, schedule and reserve all PTA board and general meeting locations, send out notices of all meetings, arrange speakers for all general meetings, and maintain record of volunteer hours and coordinate same with Ways and Means.

We hope the preceding descriptions have been helpful to those interested in PTA executive board positions. Your consideration in sharing your gifts and talents in this manner is greatly appreciated. Thank you.

The 2019-2020 PTA Nominating Committee

**Principal**  
Salvatore Chiaravalloti

**PTA President**  
Meredith Socha

**Teacher**  
Collette Meagher

**School Secretary**  
Joanne Englander

2019-2020 PTA Executive Board  
Letter of Nomination

Please return this form to the school office marked "PTA Nomination Committee" by March 22, 2019. All nominations will be kept strictly confidential.

Name of Nominee \_\_\_\_\_

Executive Board position \_\_\_\_\_

Please use this space to explain why you or the person you are nominating would be a good candidate for this position.

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Signature of Nominator (if you're self-nominating)

\_\_\_\_\_  
Date