The Great Hollow PTA Nominating Committee is looking to fill the Board Member Positions for the upcoming 2019/20 School Year.

There will be NO PTA next year without your participation. Consider running for office, and/or nominating a candidate for one of these positions:

- **President**: Supervises the business and affairs of the PTA; signs and executes contracts; presides at meetings; and serves ex-officio on PTA committees, among other duties.
- **First Vice President**: Acts as aide to the president; performs the duties of the president in the event s/he is unable to do so.
- **Second Vice President**: Acts as aide to the president and oversees fundraising.
- **Treasurer**: Keeps custody of PTA funds; maintains an accurate account of receipts and expenditures; makes disbursements as authorized by the President; presents a financial report at each PTA meeting; files all tax forms required by New York State and the federal government, among other duties.
- **Recording Secretary**: Record the minutes of all meetings; send the names of elected officers to the district director immediately following their election; maintain a file of minutes, committee reports and related documents; and maintain a copy of the by-laws.
- **Corresponding Secretary**: Keep and maintain all correspondence as received by the PTA; and respond on the PTA’s behalf to formal correspondence.
- **PTA Council Delegate (2)**: Attends once-monthly meetings of the PTA Council on behalf of Great Hollow MS PTA and reports to GH membership on the events of such meetings.

__________________________________________  Phone Number: ____________________________

Name of Nominee: ___________________________________________  Email: ____________________________

Position: ____________________________________________________

Nominated by: ______________________________________________

If nominating a person other than yourself, have you approached this person and has he/she has agreed to be nominated:  Y   N

*Please return to Great Hollow PTA: Attn: Nancy Poulis, PTA Nominating Committee
Great Hollow Middle School, 150 Southern Blvd., Nesconset, NY 11767
Or email: nancypoulis@optonline.net*