



Dear Lake Seneca Families,

The Lake Seneca PTA Nominating Committee is looking for candidates who would be interested in running for the PTA Board. The main function of the PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children. The PTA Board is responsible for the overall administration of the PTA. If you are interested in being involved, please consider serving on the Board.

A Candidate Interest Statement is provided below for those who are interested in being nominated.

Please detach and complete the form and return it to the PTA via your child’s folder or by filling out the online survey (<https://goo.gl/forms/F0o1m2wJhDQP3r111>) by Friday, April 26, 2019. A slate of candidates will be compiled and a ballot will be presented at the May 7, 2019 PTA meeting.

Please direct questions to LSESPTANominateCommittee@gmail.com

PTA Board Position Summaries

PTA President

- Runs monthly PTA meetings
- Sets calendar for PTA events
- Sets budget, with assistance from Treasurer
- Recruits and oversees the standing committee chairpersons to ensure the smooth running of PTA events

Vice President

- Acts as an aide to the president
- Performs the duties of the president in their absence.
- Assists President and committee chairpersons with designated PTA events

Recording Secretary

- Attends and records the minutes of all PTA meetings
- Responsible for maintaining membership information
- Assists President and committee chairpersons with designated PTA events

Corresponding Secretary

- Writes thank you notes and correspondence as requested by the Board.
- Performs the duties of the Recording Secretary in the absence of the recording secretary.
- Assists President and committee chairpersons with designated PTA events

Treasurer

- Make disbursements as authorized by President in accordance to the budget
- Responsible for preparing and filing of all necessary federal and state tax forms
- Assists President and committee chairpersons with designated PTA events

Name: _____ Phone #: _____

Email: _____

Please check the PTA Board position you are interested in running for. You may choose more than one.

- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer