

133PTA

NEEDS YOU

All PTA Officers Positions Are OPEN For Nominations!

You may nominate yourself or a friend for any of the PTA officer roles.

President
Recording Secretary
Treasurer
Assistant Treasurer

VP of Community Involvement
VP of Development
VP of Extended Day
Communications Secretary

AND...1 School Leadership Team (SLT) Position IS OPEN For Nomination

Timeline

NOMINATIONS PERIOD – May 14 to May 30

NOMINATIONS CLOSE & CANDIDATES FORUM – May 31 @ 8:30AM

ELECTIONS – June 13

How to nominate

- Look for Nomination Sign-Up sheets on the bulletin board outside the PTA office or use the link found on the ps133brooklyn.org homepage beginning **May 14**.

Questions?

- The following pages give a full description of officer duties and responsibilities.
- Contact the nominating committee, nominations@ps133brooklyn.org.

2018/2019 Officer Roles

President:

- The president shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee.
- The president shall appoint chairpersons of association committees with the approval of the executive board.
- The president shall delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities.
- The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team.
 - If the president is unable to serve on the President's Council, he/she must nominate a designee to serve in his/her stead and that designee must then be approved by the membership no later than October 15.
- The president shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings.
- The president shall be one of the eligible signatories on checks.
- The president shall assist with the June transfer of association records to the incoming executive board.
- In the event that the association elects co-presidents:
 - Co-President 1 will have voting rights on the Community Education Council (CEC).
 - Co-President 1 will have signatory rights on checks.
 - Co-President 1 will serve as the core member on the School Leadership Team (SLT) and will have the voting rights on the SLT.
 - Co-President 2 will serve as the school's representative to the Presidents' Council and will have the voting rights on that Council. If he/she is unable to attend a given Presidents' Council meeting should make every effort to find a PTA member to attend in his/her place.

Recording Secretary:

- The recording secretary shall record minutes at all association meetings in compliance with A-660 regulations and with the purpose of enabling parents and teachers who cannot attend meetings to understand and participate in our school community.
- The recording secretary shall prepare the minutes of each association meeting and shall make copies of the minutes available at the next scheduled meeting for review and approval by the general membership.
- The recording secretary will be responsible for drafting general membership meeting agendas and distributing meeting notices.
- The recording secretary is responsible for ensuring a sign-in sheet is ready and filled-out by attendees of general membership meetings
- The recording secretary shall maintain custody of the association's records on school premises for a period of 6 years – which includes minutes, agendas and sign-in sheets.
- The recording secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office.
- The recording secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association.
- The recording secretary shall be one of the eligible signatories on checks.
- The recording secretary shall assist with the June transfer of all association records to the incoming executive board.
- In the event that the association elects co-recording secretaries:
 - Co-Recording Secretary 1 will have voting rights on the Community Education Council (CEC).
 - Co-Recording Secretary 2 will have signatory rights on all checks.

Treasurer:

- Only one member may be elected treasurer.
- The treasurer shall be responsible for all financial affairs and funds of the association.
- The PTA of PS 133K is a recognized 501(c)(3) by the IRS, and the treasurer will first and foremost follow the rules and regulations set forth by IRS in 4221-PC - Compliance Guide for 501(c)(3) Public Charities, as well as Chancellor's Regs A-660 and the PTA of PS 133K bylaws.
- The treasurer will familiarize him/herself with IRS publication 1771 - Charitable Contributions.
- Duties and responsibilities include:
 - Maintaining an updated record of all income and expenditures on school premises.
 - Preparing and presenting a written report of all transactions at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the re period.
 - Preparing the association's interim and annual financial reports.
 - Preparing all fundraising reports and turning those reports into the principal post fundraising activity.
 - Make available all books and financial records for viewing by members upon request and for audit.
 - Assisting with the June transfer of all association records to the incoming executive board as well as will ensure an audit of the books occurs before the turn-over.
- The treasurer will be one of three designated signatories on association checks.
- The treasurer will work with the executive board to develop the annual budget as well as present it to the principal before presenting it to membership for voting.
- The treasurer will ensure taxes are filed for the association in a timely manner in accordance with IRS guidelines.
- The treasurer may work with an outside accountant to ensure proper IRS filing procedures are followed.
- The treasurer will do his/her best to maintain and update the treasurer manual established so that business continuity will be maintained upon leave.
- The treasurer will ensure that all financial records are properly maintained for a period of 6 years.

Assistant Treasurer:

- Only one member may be elected assistant treasurer.
- The assistant treasurer will work with the treasurer to maintain records of income and expenditures, focus on auditing books, facilitate tax filings and well as help prepare reports for executive and general membership board meetings.
- The assistant treasurer will oversee the day-to-day operations of the PS 133 merchandise sales and work with a set group of volunteers each school year to ensure proper bookkeeping practices are upheld, orders are placed and inventory is maintained in a clear and concise manner.
- The assistant treasurer will be responsible for coordinating and mailing (or emailing) proof of donation letters to donors as appropriate.
- The assistant treasurer may not be a signatory on association checks.
- When the treasurer is unavailable, the assistant treasurer will present reports to the executive and general membership meetings as necessary.

Vice President of Community Involvement:

- The vp of community involvement shall assist the president and shall assume the president's duties in his/her or their absence or at the president's request.
- This position is responsible for cultivating the school community including parents and teachers, neighborhood businesses, and relationships with other schools (including middle schools). A main focus is developing ways to celebrate the PS 133 community.
- The vp of community involvement will work with the president to build volunteers and maintain communication between various committees to improve their effectiveness.
- The vp of community involvement shall assist with the June transfer of all association records to the incoming executive board.

Vice President of Development:

- The vp of development will ensure that the various committees, fundraising and grant writing efforts are working towards a common goal and towards meeting fundraising expectations.
- This position will work with the treasurer and budget committee to develop the fundraising portion of the budget based on input solicited from committees and teachers.
- The vp of development shall assist with the June transfer of all association records to the incoming executive board.

VP of Extended Day:

- The responsibility of the VP of Extended Day is to oversee the Extended Day Committee (EDC) and the Extended Day Program dba *playlab133* to ensure all parts are operating properly.
- The VP of Extended Day shall work with the EDC to develop the program plan for each session and identify and approve vendors.
- The VP of Extended Day will establish record-keeping processes that are compliant with A-660 regulations and the PTA's 501(c)(3) status, which shall include automatic withdrawals from the PTA account to pay employees and vendors via Quickbooks, ADP or other GAAP-Compliant software.
- Responsibilities also include
 - Creating budgets,
 - Processing vendor and staff payments,
 - Managing the Director of *playlab133* and essentially all paid employees
 - Overseeing financial records for the after school program in collaboration with the Treasurer and/or Assistant Treasurer.
- The VP of Extended Day will report on the Extended Day Program and Committee's activities and finances to PTA executive board and membership when required.
- The VP of Extended Day shall assist with the June transfer of all association records to the incoming executive board.

Secretary of Communications:

- The secretary of communications is responsible for identifying and using communication tools that are accessible to our parents including the website, PTA newsletter, robo-call, and backpack mailers to communicate messages from the PTA and various committees in order to build community.
- Multiple means of communication may be necessary to ensure that all parents are notified.
- He/She will develop a volunteer group of translators who will help translate PTA and committee materials into Spanish and other languages parents speak at home as identified by the school.
- The communication secretary is responsible for drafting and distributing the PTA newsletter as well as overseeing a comprehensive flow of communications for various needs.
- The communication secretary will lead a team of volunteers to achieve all of the communication needs.
- The communication secretary shall assist with the June transfer of all association records to the incoming executive board.

School Leadership Team (SLT) Member:

The fundamental purpose of the SLT is to determine the school's educational direction: the school's overall educational vision, its goals and priorities, the strategies that will be used to achieve that vision, and the alignment of resources to accomplish those strategies. There are 3 open SLT spots this year.

The members of the SLT are expected to:

- Attend scheduled School Leadership Team meetings (typically once to twice a month in the afternoons)
- Collaborate and strategize on the annual Comprehensive Education Plan (CEP)
- Voicing ideas and opinions and encouraging others to share their ideas
- Taking on tasks that will promote the successful running of the School Leadership Team
- Participating in the consensus decision making process

