



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.

Name of Nominee: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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: Patty Boccafola,  
PTA Nominating Committee  
Great Hollow Middle School, 150 Southern Blvd., Nesconset, NY 11767  
Or email: pbocca@yahoo.com*