



# PTA Elections for 2021-2022

Parent and Teachers Association of PS116 Needs You...

**Special Elections for Open Positions**  
**Thursday, September 30th 9am via Zoom**  
**Wednesday, October 20th 9am via Zoom**

We all care deeply about the future education of our children. The PTA at PS116 supplies many important resources for our school and raises money to supplement where district funds have been taken away. We are seeking a diverse, strong and involved group of parents to join our PTA board as we strive to achieve the best educational environment possible for our children.

Anyone interested in running for office on the PS 116 PTA Executive Board ***MUST*** fill out the form below and return it to the PTA email ([ps116ptamembership@gmail.com](mailto:ps116ptamembership@gmail.com)) by the latest Wednesday, October 13th. Nominations may also be taken directly from the floor for positions that are still left open.

**Please try to submit your nomination form as early as possible so we all know which positions need filling. If there are more nominations than positions for any of the roles, those roles will go to a ballot vote.**

**As nominations come in, we will keep track of them on this excel sheet:**

[https://docs.google.com/spreadsheets/d/1Tw-QCkRtKUYcKo\\_rcqkPzYV3ENifmnEMlx8jB9\\_hoTE/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1Tw-QCkRtKUYcKo_rcqkPzYV3ENifmnEMlx8jB9_hoTE/edit?usp=sharing)

Several Executive Board Positions are open for nomination. This is a self-nominating process. The primary descriptions and duties of each office are set forth on the attached pages. **Please read them carefully**, as it is best to nominate yourself for a position in which you would feel comfortable and confident. All positions include but are not limited to duties listed. Pursuant to the Chancellor's Regulations, in order to nominate yourself to run for a position on the Executive Board, you must be a parent, guardian or person in parental relation to a child currently attending PS 116.



# PTA Executive Board Roles

## **Co-Presidents - 2 Positions (required role): FILLED**

- Preside at all meetings of the association
- Provide leadership for all members
- Act as liaison between all parents and administration when needed
- Attend monthly meetings of School Leadership Team
- Attend monthly Safety Committee meetings
- Act as representative to region/district president's council (meet 1x/month)
- Be a signatory on all checks
- Attend weekly meetings w/Administration, prepare and discuss any parent or community concerns
- Request permits for all PTA meetings/events
- Fill in where needed as a volunteer at all events
- Monitor all PTA email and mail and distribute as necessary

## **Treasurer - 2 Positions (required role) FILLED**

- Create and chair budget committee
- Maintain record of income and expenditures
- Provide financial reports
- Assist in preparing tax reports
- Act as signatory on PTA bank accounts
- Attend every Executive and General PTA meeting to best of their ability

## **Financial Secretaries - 2 Positions FILLED**

- Assist Treasurer
- Assist with tax returns
- Deposit of all funds into PTA bank account
- Distribute receipts for all donations
- Attend every Executive and General PTA meeting to best of their ability



### **Recording Secretaries - 2 Positions (required role) - 1 POSITION OPEN**

- Take minutes at PTA Executive Board and General meetings
- Get approval on notes to be posted on ps116.org website (general) and PTA Board Notes Binder
- Attend every Executive and General PTA meeting to best of their ability

### **Vice Presidents of Communications - 2 Positions - 1 OPEN**

- Create and distribute a calendar of events and agendas for PTA meetings
- Assist in design of flyers and distribute all notices (email or paper) of all PTA related information
- Create and maintain the PTA membership database (Mailchimp)
- Schedule and send text reminders ([remind.com](http://remind.com))
- Help maintain PTA Social Media Accounts (facebook, instagram, twitter)
- Maintain PTA website
- Attend every Executive and General PTA meeting to best of their ability

### **Vice Presidents of Internal Fundraising - 4 Positions - 3 Positions OPEN**

- Primarily responsible for raising funds for the Teaching Assistant Program and the Annual Fund
- Liaison to 116Kids
- Meet with parents to explain purpose of funds
- Create committee to raise funds, including but not limited to local businesses having days to give % of proceeds back to our school, run Dance-a-thon/Move-a-thon or other event to benefit TA fund.
- Make purchases for School store; Organize sale of those items
- Coordinate School Supply lists with vendors to give % back to school if applicable
- Attend every Executive and General PTA meeting to best of their ability

### **Vice Presidents of Hospitality - 3 Positions FILLED**

- Organize Welcome Back Breakfast for families, Open House for K and PreK in January, Curriculum Night in early autumn, Parents' and Mom's Night Out mixers, and planning of Teacher Appreciation Lunch in June.
- Attend every Executive and General PTA meeting to best of their ability



### **Vice Presidents of Special Events - 3 Positions - 1 Position OPEN**

- Chair and create a committee to plan and run Boo Bash, including soliciting all volunteers (\*please note that planning begins the summer before)
- Assist in managing one-time special events as needed (ie special fundraisers for specific projects, Holiday Benefit, etc.)
- In the event that the 5th Grade Committee chooses not to run the Spring Fair by the October PTA Meeting the PTA will hold a special vote at the November Meeting to add VPs of Special Events to manage Spring Fair.
- Attend every Executive and General PTA meeting to best of their ability

### **Vice Presidents of Education/Welfare - 3 Positions - FILLED**

- Chair and create committees to run events: Book Fair, Read-a-thon, Photo Day, 116<sup>th</sup> Day celebration, and vision screening
- Attend every Executive and General PTA meeting to best of their ability

### **Vice President of Garden Committee - 2 positions - 1 OPEN**

- Arrange and assure that the garden components are taken care of, that plants are watered, and that the garden is cleaned up regularly
- Coordinate summer care of garden
- Replenish rocks, soil, and other supplies regularly
- Recruit help from school community and the larger community
- Solicit grants and manage their spending
- Design and implement additions to the garden
- Liaison with school staff regarding garden care, safety issues, and supply issues
- Liaison to the PS116 Farmer's Market - includes filing for permits, collecting fees, advertising and suggesting improvements.
- Attend every Executive and General PTA meeting to best of their ability

### **Vice Presidents of Community Building - 3 Positions FILLED**

- Create and chair in school community building events including, but not limited to: Welcome Back Playground Party, Movie Nights, Art Night, Multicultural Pot Luck, Game Night.
- Organize local donation drives to benefit our greater community
- Attend every Executive and General PTA meeting to best of their ability



### **Vice Presidents of External Fundraising - 4 Positions - 3 Positions Open**

- Create and chair a committee to run the Spring Auction, including but not limited to overseeing graphic design of posters/invites/save-the-dates, ordering and sending all invites, communications, donation solicitation, event planning and online auction.
- In the case that a Spring Auction is not run, the committee will plan other fundraising activities.
- Attend every Executive and General PTA meeting to best of their ability

### **Parents at Large: PreK (1) Kindergarten (1) At Large Member (1) OPEN 5th Grade (1) and At Large Members (1) FILLED**

- For incoming PreK and Kindergarten parents, they will assist one or more standing committees and basically “get their feet wet” by coming to meetings and volunteering for as many things as they can.
- At-large members to serve as a member on one or more of the standing committees (including for an internal fundraising outreach). Also must be available to volunteer at PTA events.
- 5th grade parent will act as liaison between PTA and 5th Grade Committee
- 2 Members at Large will serve as liaisons to Grade/Class Leaders - one for lower and one for upper grades. This will fulfill their commitments to volunteer responsibilities.
- Attend every Executive and General PTA meeting to best of their ability

### **Vice President(s) for Community Relations - 2 Positions (1 OPEN)**

- Shall represent interests of PS116 PTA at community meetings and report back community affairs
- Keep a schedule of all community meetings to share with PTA & School community, including but not limited to, Community Board 6, D2 and D4 Councilmembers, Build-a-Block for relevant NYPD Precincts, Parks Department, Manhattan Borough President’s Office, Board of Elections, CEC, PEP.
- Will assist Presidents in identifying funding sources from community groups and city elected officials and in soliciting groups to assist with school projects/concerns.



# NOMINATION FORM

Please email this completed form or simply supply the below information in an email sent to [ps116ptamembership@gmail.com](mailto:ps116ptamembership@gmail.com) Write "Nomination Form" in the subject of your email, please

I'd like to be nominated to run for an office on the PTA Executive Board.

Your name \_\_\_\_\_

Your Child/ren's Name/Grade in '21/'22 \_\_\_\_\_

Phone number(s): \_\_\_\_\_

E-Mail \_\_\_\_\_

I will do my best to attend ALL Executive and General PTA Board meetings if elected \_\_\_\_\_  
(Initial)

Office in which you are interested (circle one office only):

**These positions are OPEN**

\* Recording Secretary

\*V.P. of Communications

\* V.P. of Internal Fundraising

\* V.P. of Special Events

\* V.P. of Garden Committee

\* V.P. of External Fundraising

\* Parent-at-Large ( Prek, K, Parent at Large)

\* V.P. of Community Relations