

**Sachem High School East PTA
177 Granny Road
Farmingville, NY 11738**

Dear PTA Members,

It is once again time for nominations. Our nominating committee is seeking your Input to help develop the future leadership of Sachem High School East PTA. Attached is a form for your nomination. You may nominate yourself or someone else. Outlined below is a brief description of the officer positions:

President- Supervise the business and affairs of the PTA and perform the duties usually associated with the office of president of a non-for-profit organization. Coordinate the work of the officers and committees of the PTA.

Vice President-Act as aide to the president.

Recording Secretary- Record and maintain a permanent file of the minutes of all meetings of the general, executive board and committee.

Corresponding Secretary- Prepare, maintain and file all correspondence under the direction of the president.

Treasurer- Keep a full and accurate account of receipts and expenditures. Prepare and monitor all banking activities and file a 990 tax return.

All forms must be completed and returned to Sharolyn Paturzo, 750 Greenbelt Pkwy West, Holbrook NY 11741 or email to smmp127@hotmail.com **no later than Monday, May 7, 2018.** Please write “**Nominations**” on the outside of your envelope or in subject line of email. All nominations received are confidential and will only be opened at the Nominating Committee meeting. Thank you.

Sincerely,
Sharolyn Paturzo
Nominating Committee Chair
Sachem HS East PTA

NOMINATION FORM

(You may nominate yourself or someone else)

Name of Nominee:

Home Phone:

Cell Phone:

Unit Name: Sachem High School East PTA

Nominated for position of:

Current position held in Unit:

Previous positions held in a Unit:

Please indicate any other information that will be helpful to the committee to evaluate this nomination:

All nomination forms must be returned by Monday, May 7, 2018.

Please place form in a sealed envelope marked **"Nominations"** and mail to:

Sharolyn Paturzo
750 Greenbelt Pkwy West
Holbrook, NY 11741

or email to
smmp127@hotmail.com

All submitted nominations are confidential and will only be opened at the Nominating Committee meeting.

Thank you.

