



EXPEDITED ELECTION NOTICE

Recording Secretary

Election At First PTA meeting!

September 12, 2018 6:30-8pm

Art & Design High School PTA

245 East 56th Street
New York, NY 10022
212-752-4340

Miguel Chavez
President

Evie Hantzopoulos
Vice President

Nelsa Boyer
2nd Vice President

open
Recording Secretary

Frieda Christofides
Correspondence Sec'y

Jean Stemm
Treasurer

Gabrielle Gilliam
Co-Treasurer

We have an open position. For solo or co-officers.

Working with the PTA is a great way to support our students' experience at school. This expedited election will be held at the September PTA General Meeting. **This mandatory position keeps our PTA viable!** The vote should take place at 7PM.

Go to <http://artanddesignpta.org> for the nomination form or email contact@artanddesignpta.org with any questions. Please note nominations will be taken for the position until right before the election.

The current open position for PTA Executive Board 2018-2019:

RECORDING SECRETARY

From the bylaws, the Position Description:

Recording Secretary or Co-Secretaries: The duties of the recording secretary/co-secretaries shall include but are not limited to the following:

- A. Record minutes at all Association meetings;
- B. prepare notices, agendas, sign-in sheets and materials for distribution;
- C. prepare and read the minutes at Association meetings;
- D. distribute copies of the minutes for review and approval by the general membership;
- E. maintain the custody of the Association's records on school premises;
- F. incorporate all amendments into the bylaws, and;
- G. ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office;
- H. assist with the June transfer of Association records, including all pertinent user ids and passwords, to the incoming executive board.

Approximate time contribution: 10 hours per month.



August 2018

Thank you for your participation.

2018-2019 PA Recording Secretary Nomination Form

Please read carefully, fill out and return tear-off to PTA, Main Office or email. You will be contacted by phone to confirm your nomination..

I am interested in running for the Recording Secretary.

If I am unable to be present on election night, Wednesday September 12th, I will notify the PTA at least 3 days prior to the election at contact@artanddesignpta.org. I understand that my name will be removed from the ballot if I do not notify the PTA. I understand that nominations that cannot be confirmed will not be placed on the ballot.

(please print)

Parent Name _____

Parent Signature _____

Cell Number _____

Email _____

Child's Name _____

Child's Grade _____

Child's OSIS # _____