



## NEW YORK CITY DEPARTMENT OF EDUCATION

### AUGUST MARTIN HIGH SCHOOL Q400

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September 28/ 2010

Dear Parents,

In compliance with CR-A660 on page 3 of 38, Section B, our 2009-2010 PTA board sent out a letter of notifications for election to all of August Martin's Parents. However, due to the DOE deadline for June 2010 PA/PTA Elections, August Martin's PTA Executive Board Elections could not be held in June of 2010 or on September 28, 2010.

On Friday October 15, 2010 at 7:00 pm, in the School's Auditorium, I have scheduled an August Martin's Expedited PTA Executive Board Elections for 2010-2011 school year. All August Martin HS Parents with students in grades 9-12 are welcomed and is eligible to run for the following position; President, 1<sup>st</sup> Vice-President, 2<sup>n</sup> Vice-President Secretary, Co-Secretary, and Treasurer. The Elections will be conducted by a representative from the Queens High School President's Council and OFEA.

Sincerely,

Anthony A. Cromer

**Qualifications for officers are limited to parents, foster parents, legally appointed guardians or persons in parental relation who are not employed at August Martin High School. Duties of Officers**

**President or Co-Presidents:** The president or co-presidents shall preside at all meetings of the PTA shall appoint chairpersons of PA committees with the approval of Executive Board. Shall attend all regular meetings of the District presidents' council and shall be a core member of the school leadership team. Meets with PTA Executive Board and shall be one of the signatories on checks and assist with the June transfer of PA or PTA records to the incoming Executive Board.

**1<sup>st</sup> Vice President:** The 1<sup>st</sup> vice-president shall assist the president or co-presidents and shall assume the president's or co-presidents' duties in his/her or their absence or at the president's or co-presidents' request. The 1<sup>st</sup> vice-president shall be one of the signatories on all checks. Assist with the June transfer of PA or PTA records to the incoming Executive Board.

**2<sup>nd</sup> Vice President:** The 2<sup>nd</sup> vice-president shall assist the 1<sup>st</sup> Vice President, president or co-presidents and shall assume the 1<sup>st</sup> Vice president, presidents or co-presidents' duties in his/her or their absence or at the president's or co-presidents' request. Assist with the June transfer of PA or PTA records to the incoming Executive Board.

**Secretary:** The secretary shall maintain the official record (minutes) of the proceedings and actions of all association meetings, preparation of notices, agendas, sign-in sheets and materials distributed. Copy minutes upon request. Has custody of the association's records on school premises. Sign and incorporate all amendments into the bylaws with the latest amendments are on file in the principal's office. Reviews, maintains and responds to all correspondence addressed to the PTA Assist with the June transfer of all PA or PTA records to the incoming Executive Board.

**Co-Secretary:** The co-secretary shall assist the secretary and shall assume the secretary's duties in his/her absence or at the secretary's request. The corresponding secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association.

**Treasurer:** Responsible for all financial affairs and funds of the PTA. Responsible for updating records of all income and bills on remises signatories on checks. Provide copies of financial reports at all PTA meetings. Prepare January 31<sup>st</sup> interim & June report. All books or financial records for viewing by members upon request and for audits assist with the June transfer of all PA/PTA records.

