

The Brooklyn Latin School Parent Association Nominations for Executive Board and School Leadership Team

The Nominating Committee of The Brooklyn Latin Parent Association is accepting nominations to the Executive Board and the School Leadership Team (SLT) for the 2016-2017 school year.

The Executive Board offices include: President(s), Vice President(s), Treasurer(s), and Recording Secretary(ies). There will also be elections for members to the School Leadership Team. A list of the duties of officers appears below.

Elections will be held on Saturday, June 11 at 10:00 am during the General PA Meeting.

- The term limit is one year, from July 1, 2016 to June 30, 2017 for the Parent Association Executive Board. For the SLT, the term limit is two years, from July 1, 2016 to June 30, 2018.
- The only qualification for holding office is to be a parent of a TBLS student.
- You may nominate yourself or someone else for any office.
- Nominations will be accepted up until the day of voting.
- Be prepared to present a brief statement before the voting begins at the June meeting. The statement may include any qualifications you have for the job and the reason you want to run for the office.
- Contact anyone on the nominating committee if you wish to make a nomination for office. The committee includes:
 - Elsie Beaupierre: beaup77449@yahoo.com
 - Leslie Cruetzfeldt: lcreutzfeldt@yahoo.com
 - Ira Yuspeh: yuspeh@aol.com

Duties

President [or Co-Presidents]: The president shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president shall appoint chairpersons of association committees with the approval of the executive board. The president shall delegate responsibilities to other association members and shall encourage meaningful participation in all parent and school activities. The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team. The president shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The

president shall be one of the eligible signatories on checks. The president shall assist with the June transfer of association records to the incoming executive board.

Vice President [or Co-Presidents]: The vice-president shall assist the president or co-presidents and shall assume the president's or co-president's duties in his/her or their absence or at the president's or co-president's request. The vice-president shall be one of the signatories on all checks. The vice-president shall assist with the June transfer of association records to the incoming executive board. In the event that the association elects co-presidents, the co-presidents must decide who will serve as the president's council member and who will serve as the mandatory member of the school leadership team (SLT), and inform the general membership.

Recording Secretary [or Co-Secretaries]: The recording secretary shall record minutes at all association meetings. The recording secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The recording secretary shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The recording secretary shall maintain custody of the association's records on school premises. The recording secretary shall incorporate all amendments into the bylaw and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The recording secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The recording secretary shall assist with the June transfer of association records to the incoming executive board.

Treasurer [or Co-Treasurers]: The treasurer shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall prepare and present a written report of all transactions at every executive board and general members meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The treasurer shall also prepare the association's interim and annual financial reports. The treasurer shall make available all books and financial records for viewing by members upon request and for audit. The treasurer shall assist with the June transfer of all association records to the incoming executive board.

School Leadership Team Member(s): The school leadership team is comprised of the Headmaster, two student representatives, a representative of the United Federation of Teachers and three PA members. The team meets one hour before the monthly PA general meeting to discuss the most pressing issues facing the school; reports are given by the UFT representative,

the student representatives and the Headmaster. The SLT reports the meeting results at the general PA meeting. This term is for two years.