



NOTICE OF GENERAL MEMBERSHIP MEETING AND PTA BOARD EXPEDITED ELECTIONS, AND CALL FOR CANDIDATES

I. NOTICE OF GENERAL MEMBERSHIP MEETING AND ELECTIONS.

The PTA will hold its Board elections at the **General Membership Meeting on Thurs, October 20, 2022 at 6:30 pm ET**. The meeting will be held on a Zoom video conference platform. Closer to the meeting, the PTA will provide registration instructions that will enable Members to create an individualized voting code that will be used to verify the voter eligibility of each Member for the election.

II. CALL FOR PTA BOARD AND SLT PARENT MEMBER CANDIDATES.

A. The PTA calls for candidates to run for the positions of

1. **Treasurer** (as a solo Treasurer or as a Team)
2. **Executive Vice-President** (solo)
3. **Vice President, Lower Division** (solo)
4. **Vice President, Upper Division** (solo)

B. The PTA calls for candidates to run for the following positions either (i) as a team (e.g., Co-Vice Presidents) with the listed candidates below (who were recently elected to those positions) or (ii) as a candidate or team separate from those listed below or from such listed candidate's team.

1. Co-President with Yvette Choy
2. Co-Secretary with David W. Wang
3. Co-Vice President, Fundraising with Lisa Christopher
4. Co-Vice President, Communications with Sonia Martins

The only qualification for all offices is that the candidate be a parent/guardian (including birth parents, adoptive parents, step-parents, legally-appointed guardians, foster parents, or “persons in a parental relation”) of a Q300 student. (Please note that a parent/guardian may not serve on the Board or SLT in the school in which they are employed.) As indicated below, a pair of candidates can run as a team for certain PTA Board positions (e.g., co-presidents, co-treasurers, etc.).

If you are interested in running for any Board positions or for the SLT parent member positions, please contact the Nominations Committee at nominations@q300pta.org by Friday, October 14, 2022. Please note that nominations will also be taken from the floor during the meeting.

III. PTA BOARD RESPONSIBILITIES.

A. The term for each Board position is one year. The term limit is two consecutive years unless no other interested candidate is nominated and willing to serve.

B. Board members are required to attend monthly Board and General Membership meetings during the school year. The Board determines the date and time of each meeting. Board meetings were generally scheduled at 9:00 am on the first or second Friday of the month and the General Membership meetings were generally scheduled at 6:30 pm on the third or fourth Thursday of the month. Board members should plan to attend a virtual half-day Board retreat in the fall. For a complete job description, please review the proposed First

Amended and Restated PTA Bylaws at: <http://tinyurl.com/Q300PTA-bylaws>. Each Board member has one vote, regardless of whether or not the position is shared.

POSITION	DUTIES INCLUDE THE FOLLOWING
President (up to 2 positions)	shall supervise and manage the PTA; encourage meaningful participation among all Members in the PTA and school activities; serve as a member of the SLT; and attend the monthly District 30 Presidents' Council and other meetings.
Executive Vice President (VP) (1 position only)	shall assist the President and assume the President's duties in the President's absence or at the President's request.
Secretary (up to 2 positions)	shall prepare and distribute minutes of each Board and General Membership Meeting; maintain custody of the PTA's records; coordinate virtual or in-person meetings; and ensure that the PTA's corporate filings are up-to-date, and that applicable law, regulations, and rules are followed.
Treasurer (up to 2 positions)	shall be responsible for the PTA's financial affairs; maintain the PTA's bank accounts and an updated record of all income and expenditures; and prepare and present a written financial report at every Board and General Membership Meeting. The Treasurer also shall prepare and distribute the PTA's January 15 and June 30 financial accounting reports; ensure that the PTA's tax exempt status is maintained and applicable financial and tax reporting law, regulations, rules are followed; and chair the Budget Committee.
VP-Fundraising (up to 2 positions)	shall oversee the planning, execution, and evaluation of fundraising activities, including fundraising events, solicitations, and grant-writing and shall chair the Fundraising Committee. Fundraising's work includes coordinating the Thanksgiving Pie Sale, the Night at the Gallery Party, Gift Card fundraiser, and Spiritwear. It also coordinates its work with the Direct Appeal and Auction committees.
VP-Communications (up to 2 positions)	shall oversee the PTA's efforts to share information with school families and staff and chair the Communications Committee. Communications' work included publishing newsletters; maintaining and updating the PTA's website; preparing monthly email bulletins, and helping disseminate PTA information via various communication channels.
VP, Lower Division (1 position elected in the Fall)	shall act as liaison between the PTA and the families and staff of the Lower Division (K-4th grades), including coordinating PTA's activities and communicating PTA info. They shall coordinate the appointment, election, or selection of other means of a class parent for each class in the Lower Division.
VP, Upper Division (1 position elected in the Fall)	shall act as liaison between the PTA and the families and staff of the Upper Division (5th-8th grades), including coordinating PTA's activities and communicating PTA info. They shall coordinate the appointment, election, or selection of other means of a class parent for each class in the Upper Division.