



JOIN THE PARENTS' ASSOCIATION BOARD!

Dear PS99 Families,

April 13, 2016

The PS99 Community needs your help! Become a part of the PA Executive Board and help organize important school events such as Picture Day, the Holiday Party, Multicultural Festival, 6th Grade Graduation, 2nd Grade Moving Up Ceremony and MUCH more! Without at least a President, Treasurer and Recording Secretary, the PA cannot formally exist. Without a PA, there will not be an After School Program at PS99.

The Parents' Association Board consists of the following:

- **President or Co-Presidents:** Presides at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee; Delegates responsibilities to other association members and shall encourage meaningful participation in all parent and school activities; Attends all regular meetings of the presidents' council and shall be a mandatory member of the School Leadership Team; Meets regularly with the Executive Board members to plan the agendas for the General Membership meetings; Is one of the eligible signatures on checks; Assists with the June transfer of PA records to the incoming Executive Board.
- **Vice President:** Assists the President/Co-Presidents in the discharge of duties; Assumes the President/Co-Presidents' duties in his/her absence, or at the President/Co-Presidents' request. Is a signatory on all PA bank accounts only in the event there is a single president. In the event of a vacancy in the office of the President/Co-Presidents, the VP shall automatically succeed to the office of President.
- **Recording Secretary:** Records minutes at all association meetings; Prepares notices, agendas, sign in sheets and materials for distribution; Prepares the minutes of each association meeting and distributes copies of the minutes at the next meeting for review and approval by the general membership; Maintains custody of the PA's records on school premises; Incorporates all amendments into the bylaws and ensures that signed copies of the bylaws with the latest amendments are on file in the principal's office; Is responsible for reviewing, maintaining and responding to all correspondence addressed to the PA; Assists with the June transfer of all PA records to the incoming executive board.
- **Corresponding Secretary:** Prepares and distributes notices of all PA meetings and event dates; Is responsible for reviewing, maintaining, and responding to all corresponding regarding the PA; Is responsible for updating all PA documentation as it relates to By-Laws, duties, and responsibilities of the Executive Board, as well as General Membership notifications; Prepares responses or correspondence at the request of the President.



- **Treasurer:** Responsible for all financial affairs and funds of the PA; Maintains an updated record of all income and expenditures on school premises and shall be one of the signatures on checks; Adheres to and implements all financial procedures established by the PA; Prepares and presents a written report of all transactions at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period; Prepares the association's interim and annual financial reports. Makes available all books and financial records for viewing by members upon request and for audit; Assists with the June transfer of all PA records to the incoming Executive Board.

Please nominate yourself for a position. Complete and return attached in your child's communication folder or place in the PA mailbox in either building by May 11, 2016.

Nominations will be taken beginning April 14 and will be accepted until the May 12 at the General Membership Meeting. If you currently hold a PA Executive Board position and would like to run again, you also must complete and return below.

Eligibility: Parents of students currently attending PS99 are automatically members of the PS99 Parents' Association. Parents include parents by birth or adoption, stepparents, legally appointed guardians, foster parents and persons in parental relation to a child currently attending PS99. Parents of a child who is attending PS99 full time while on the register of a citywide program are eligible to be members of the PS99 Parents' Association.

Voting: Each parent of a child currently enrolled at PS99 shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. The right of a member to vote may be limited by the Conflicts of Interest restrictions outlined in Chancellor's Regulation A660 (CR A660).

Elections will be held on Thursday May 12th at the General Membership Meeting. You must be present at the May 12th meeting if you want to run for a position.

Please contact the PS99 2015-2016 PA Board with any questions at PS99queens.pa@gmail.com.

Sincerely,
PS99 PA 2015-2016 Executive Board



Parents' Association Positions – Please Check One

Please complete and return in your child's communication folder or place in the PA mailbox in either building by May 11, 2016. You must be present at the May 12th General Membership meeting if you would like to run for a position.

- ☐ President/Co-President
- ☐ Vice President
- ☐ Treasurer
- ☐ Recording Secretary
- ☐ Corresponding Secretary

Parent/Guardian Name: _____

Phone/email: _____

Child's Name: _____

Teacher/Class: _____