



## SEPTA EXECUTIVE BOARD NOMINATIONS

The nominating committee of SEPTA has opened nominations for the officers of the Executive Board for the 2021-2022 school year. All parents and guardians are encouraged to consider running for these positions and/or nominating members who would be an asset to the Levittown SEPTA E-Board. Any interested parents/guardians need not be a parent of a child with special needs.

### GENERAL INFORMATION

- All positions are one-year terms (July 1, 2021- June 30, 2022). Term limit for each office position shall be 2 consecutive one year terms.
- All nominations must be e-mailed to **SEPTAnominations2021@gmail.com** by **April 23rd, 2021**.
- The nominating committee will consider all nominations. **You do not need to nominate a candidate for each position!** A slate of the candidates will be announced in May and presented at the SEPTA General membership meeting on May 24, 2021.
- **Please contact Jackie Michelli with any questions 516-945-4462.**

Below is a brief explanation of each position. ONLY paid SEPTA members are eligible for an E- Board Position. <https://levittownsepta.memberhub.store/>

**PRESIDENT:** PLANS THE CALENDAR FOR THE YEAR. SIGNS ALL CONTRACTS. PRESIDE AT ALL MEETINGS. BE A MEMBER OF ALL COMMITTEES EXCEPT NOMINATING AND AUDIT COMMITTEES. APPOINTS CHAIRPERSONS.

**1<sup>st</sup> VP (MEMBERSHIP):** KEEP ALL MEMBERSHIP FILES UPDATED. WORK WITH THE TREASURER TO RECONCILE BANK STATEMENTS. PROMOTE SEPTA MEMBERSHIP, ESPECIALLY IN THE BEGINNING OF YEAR WITH ORIENTATIONS AND OR BACK TO SCHOOL PICNICS.

**2<sup>nd</sup> VP (PROGRAMMING):** WORK WITH THE PRESIDENT TO ORGANIZE SPEAKERS AND TOPICS TO BE DISCUSSED AT MEMBERSHIP MEETINGS. LISTEN TO THE WANTS AND NEEDS OF MEMBERS OF THE ASSOCIATION ON SUCH TOPICS. ALL PROGRAMMING MUST ALSO BE DISTRICT APPROVED.

**3<sup>rd</sup> VP (FUNDRAISING):** OVERSEE ALL FUNDRAISING. FORM A COMMITTEE OF MEMBERS TO HELP RAISE FUNDS FOR THE ASSOCIATION. RAISE FUNDS FOR THE SCHOLARSHIP AWARDS.

**TREASURER:** HAS CUSTODY OF ALL FUNDS OF THE ASSOCIATION. ACCURATE ACCOUNT OF RECEIPTS AND EXPENDITURES. SERVE AS CHAIR OF THE BUDGET COMMITTEE, PREPARE A BUDGET FOR SUBMISSION TO THE EXEC BOARD REVIEW & ASSOCIATION FOR ADOPTION. PAY TO NYSPTA MEMBERSHIP DUES, PAY TO NYSPTA LIABILITY INSURANCE & FIDELITY BOND.

**RECORDING SECRETARY:** CONDUCT ALL CORRESPONDENCE OF THE ASSOC AS DIRECTED BY THE PRESIDENT. SEND NOTICES OF ALL MEETINGS. TAKE MINUTES AT ALL E-BOARD MEETINGS & MEMBERSHIP MEETINGS.

**\*ALL BOARD MEMBERS ARE EXPECTED TO HELP WITH YEARLY FUNDRAISING & FAMILY EVENTS**