

# Somers Special Education and Gifted PTA Nominating Committee

**We are beginning to organize the 2010-2011 SEPTA Executive Board & Committees.**

**SEPTA** is more than just a PTA! We provide valuable networking and information to our members and advocate for students served in our school district. Without **SEPTA**, our entire school community will suffer. We need participants in order to keep this PTA alive! Many of our Executive Board members have children graduating. **SEPTA** needs new, enthusiastic volunteers. Our **SEPTA** charter provides for *gifted students*. We need volunteers to do this. Your child does not have to be in special services or considered gifted in order for you to be a member or participate on our Board.

**Our children need us; All are welcome.**

Please indicate below if you are interested in chairing or participating on a committee next year. This is your opportunity to become involved in your child's education, no matter how much time you have available. We encourage you to select all of your interests. Please contact Mary Ward ([baward@msn.com](mailto:baward@msn.com)), Becky Williams ([kateandjack1@optonline.net](mailto:kateandjack1@optonline.net)) or Cara Bilbao Mahoney ([carabilbao@optonline.net](mailto:carabilbao@optonline.net)) for more information. **Thank you for your continued support.**

Please complete and return this form to:

**SEPTA** Mailbox at SIS Attention: Nominating Committee;

By Friday, April 9<sup>th</sup> or contact one of the above Nominating Committee members by email.

Name \_\_\_\_\_ Phone #: \_\_\_\_\_

Email \_\_\_\_\_

Child's Name \_\_\_\_\_ entering grade \_\_\_\_\_

Child's Name \_\_\_\_\_ entering grade \_\_\_\_\_

### **Officers:**

- |                                |  |
|--------------------------------|--|
| _____ <b>Co-President(s)</b>   | Presides over all meetings (general and Executive Board); coordinates work of officers & Committees, attend Council and monthly President meeting, liaison to the Committee on Special Education and school administrations, field parent phone calls. |
| _____ <b>Co-Vice President</b> | Supports President in decision-making, assumes duties in Presidents absence. One VP to focus on special education, the other focus on Gifted and Enhanced Education.   |
| _____ <b>Treasurer</b>         | Maintains financial records, provide financial reports, issues payments and dispersions as well as make bank deposits.   |
| _____ <b>Secretary</b>         | Attend and Record minutes of all PTA meetings, serve as a back up to Constant Contact Chairperson, send all social correspondence.   |

### **Committees:**

#### **Chair/ On Committee**

- |                               |  |
|-------------------------------|--|
| _____ <b>Council Delegate</b> | Represent SEPTA at monthly PTA Council Meetings  |
| _____ <b>Constant Contact</b> | Send e-mail messages to SEPTA members via Constant Contact as provided by The executive board. |

## Chair/ On Committee

_____	<b>Copies/Flyers</b>	Copy and distribute monthly materials promoting SEPTA meetings		
_____	<b>Fundraising</b>	Coordinate fundraising. Each fundraiser may have an individual chairperson.		
_____	<b>Hospitality</b>	Arrange refreshments for the monthly SEPTA meetings.		
_____	<b>Legislation</b>	Reviews educational news items, bulletins and alerts from the National, NY State and local PTA offices and reports to SEPTA.		
_____	<b>Membership</b>	Encourages parents, teachers and staff to become members of SEPTA, collects fees and maintains an accurate list of members, arrange for SEPTA representation at open houses, design and send out membership forms, work with marketing committee to increase awareness/membership, seek value-add opportunities for our members and work with marketing to promote them.		
_____	<b>Mini Grants</b>	Receives and evaluates teacher requests for mini grants programs and presents to the executive board with recommendations.		
_____	<b>Newsletter</b>	Collects articles and materials, creates and electronically distributes bimonthly newsletter.		
_____	<b>SEPTA Website</b>	Responsible for updating and designing the SEPTA website.		
_____	<b>School Board Rep.</b>	Attends monthly school board meetings, reports back to SEPTA and prepares articles for the newsletter.		
_____	<b>PRIMROSE</b>	<b>SIS</b>	<b>SMS</b>	<b>SHS</b>
_____	<b>School PTA Rep.</b>	Attends one of Somers school PTA's Executive Board meetings and speak on SEPTA's behalf. Reports to SEPTA's executive board. Reps. are voting members of both executive boards		
_____	<b>PRIMROSE</b>	<b>SIS</b>	<b>SMS</b>	<b>SHS</b>
_____	<b>Speaker Coordinator</b>	Work w/ President to select and secure speakers, create promotional flyer and constant contact to promote event, coordinate promotions of meeting by notifying school principals (for their newsletter) and neighboring SEPTA's (if meeting is open to all), work with speaker to make sure technology, materials, etc are ready for presentation, purchase speaker gift.		
_____	<b>Marketing/Promotions</b>	Committee chairperson will work with Constant Contact, Membership, Copier, Speaker Coordinator and Exec Board to create materials and ideas for promoting SEPTA and it's events.		
_____	<b>Resource Directory</b>	Update/create SEPTA resource directory and work with Webmaster to post on SEPTA website.		
_____	<b>Scholarship/Awards</b>	Work on development of a Scholarship program for Gifted or Special Needs students; and on an Award program for staff members or students who make exemplary contributions to our special needs community.		