**The Neighborhood School Needs Your Leadership!**

**PTA ELECTIONS ARE SOON**

Announcement for Online Special Election Meeting

**At a Date to Be Determined, but around the end of the school year**, we are electing PTA officers. The Neighborhood School invites all parents and guardians to contribute to our school’s success by serving as an elected PTA leader, committee head or member, and by volunteering.

**The TNSPTA encourages parents/guardians to contribute their ideas and talents to running the PTA and SLT. We want the PTA leadership to reflect the diverse perspectives and backgrounds of the families that make up our school community.** **All parents and guardians of children at TNS are eligible, encouraged and welcome to serve.**

Any guardian of a TNS student can volunteer for candidacy. We encourage you to share your interest with the Nominations Committee **as soon as possible,** so that we can ensure there are candidates for each position. The nominations committee is available to discuss any questions you may have. To nominate yourself or another leader, or to ask questions contact the Nominating Committee: Peter Liem, pcl6510@gmail.com, 212-460-5034.

**PARENT TEACHER ASSOCIATION POSITIONS:**

**President (or co-Presidents):** Presides over meetings; plays a role with appointing committee leadership and delegating responsibilities; is a member of the School Leadership Team; is a signatory for PTA checks; represents TNS to the region/district Presidents’ Council.

**Vice-President of Events and Fundraising (or co Vice-Presidents):** Oversees planning of events and fundraising activities, working with Treasurer, sub-committees and volunteers; establishes event budgets; sets fundraising targets; provides quarterly reports; manages the annual family donation drive; work with grants committee; improves overall TNS PTA capacity to solicit funds; raises revenue; manages receipts; and acknowledges donations.

**Secretary (or co-Secretaries):** Maintains and shares the official record (minutes) of the proceedings and actions of all TNS PTA meetings, with committees recording their own minutes; helps to prepare notices, agendas, sign-in sheets, and materials for distribution; reviews and supports use of the by-laws; reviews, maintains, and responds to correspondence addressed to the TNSPTA.

**Treasurer (or co-Treasurers):** Responsible for all financial affairs and funds of the TNSPTA; maintains an updated record of all income and expenditures; processes but not signs checks; ensures compliance with TNSPTA financial procedures; prepares financial reports; supports audit or review by members upon request; files the annual city, state, and federal taxes of the TNSPTA.

**Parent Engagement Liaison:** With support from Class Parent Committee, acts as liaison between TNSPTA and class parents; ensures regular communications with class parent network; identifies gaps in parent/family engagement and involvement, and proposes solutions; relays feedback from class parents to PTA officers; confers with school staff and PTA leaders to ensure announcements address current priorities; works with Diversity Committee to ensure that PTA communications are inclusive and accessible; supports personalized outreach to improve parent/family engagement.

**Non-elected leadership roles and volunteer opportunities:** Advocacy Committee | After-School Committee | Auction Committee | Class Parent Committee | Communication Committee | Diversity Committee | Eco Committee | Events Committee | Finance Committee | Garden Committee | Graduation Committee | Grants Committee | Health, Safety, and Wellness Committee | School Tours/Welcome Committee | Website Committee | Yearbook Committee

**Peter Liem** [**pcl6510@gmail.com**](mailto:pcl6510@gmail.com)**, 212-460-5034**