



Westchester Elementary School PTA

March 21, 2024

Dear Parents/Guardians:

Westchester Elementary School PTA will be holding elections for the 2024-2025 PTA Executive Board Officers at the General Meeting on May 7th, 2024 at 6:30pm, in the cafeteria. We are looking for parents who are interested in assisting with helping our school to continue being successful!

We are currently seeking nominations for the 2024-2025 Executive PTA Board Officers. If you or someone you know are interested in being nominated to be a part of this wonderful group of volunteers, please **email your nominations to WestchesterPTA.main@gmail.com, no later than April 30, 2024**. Nominations for board positions will also be accepted from the floor at the PTA General Meeting in May. This is a great way to show your support and get involved in your child's school.

Please note that you have to be a member at least 30 days prior to the meeting to be able to vote. But you don't have to be a member to be nominated. All board members have to be PTA members if they are elected.

We look forward to seeing you at the General Meeting on May 7, 2024 at 6:30pm.

Sincerely,

Westchester Elementary School PTA

Maria Fleischer, Rachel Poor, Veronica Cadiz Rebecca Rivera,
Nominating Committee Members

I would like to nominate the following individuals to serve for 2024-2025:

Position	Person Being Nominated	Telephone	Email
President			
1 st VP (Programming)			
2 nd VP (Fundraising)			
3 rd VP (Volunteering)			
Treasurer			
Recording Secretary			
Corresponding Secretary			

Your Name: _____ **Phone #:** _____ **Email Address:** _____

In order for Broward County’s local PTA/PTSA units to operate in compliance of the School Board of Broward County’s Policy 3.1, Policy 6206, and Bulletin I-101 AND to comply with the rules and regulations of Florida PTA and Broward County Council PTA/PTSA, school board employees should not be nominated for any position that handles PTA/PTSA funds or that requires their signatures on vendor contracts. The officer positions include President, First Vice President, Treasurer, Recording Secretary, Committee Chairperson or any other elected position that requires the handling of PTA/PTSA funds (i.e. membership, fundraising, etc.).

A Nominating Committee has been formed; this committee will be tasked with presenting a slate of officers at the General Meeting on April 16th, 2024 at 8:30am. More information about the election process and procedures can be found at www.pta.org. In the search field, enter “PTA bylaws and overview sheet”.

DUTIES OF OFFICERS

Section 1. The **President** shall preside at all meetings of the Association, the Executive Committee and the Executive Board at which the President may be present; and shall perform such other duties as may be prescribed in the Bylaws or assigned by the Association or Executive Board; and shall coordinate the work of the officers and committees of the Association in order that the Purposes may be promoted.

Section 2. The **Vice President** shall act as aide to the President and shall perform the duties of the President in the absence or disability of that officer to act.

Section 3. The **Recording Secretary** shall record the minutes of all meetings of the Association and the Executive Committee and board and shall perform such duties as may be delegated.

Section 4. The **Corresponding Secretary** shall prepare all written communications as directed by the Association or by the Executive Board and shall perform such other duties as may be delegated.

Section 5. The **Treasurer** shall have custody of all of the funds of the PTA; shall keep a full and accurate amount of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the Association. Three signatures should be on file at the bank, with two signatures required on all PTA checks. The Treasurer shall present a financial statement at every meeting and other times when requested by the Executive Board and shall make a full report at the annual meeting. The Treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of Article XIII, Section 3, of the Bylaws. The Treasurer's accounts shall be examined annually by an auditor or an Audit Committee of not less than three members who, satisfied that the Treasurer's annual report is correct, shall sign a statement of fact at the end of the report. The Audit Committee shall be appointed by the Executive Board. The committee's report shall be given at the next regular meeting after the audit is completed.

Section 6. All officers shall:

1. Perform the duties prescribed in the Bylaws and by the parliamentary authority adopted by this Association.
2. Deliver to their successors all official material not later than ten days following the end of the school year.

****Nominations will also be taken from the floor at the General Meeting on May 7, 2024 at 6:30pm in the cafeteria. ****