



March 8, 2021

Dear Parents:

I would like to invite and encourage any parent who will have one or more children attending West Side School for the 2021-2022 school year to consider submitting their name to obtain a position on the WSS-PTG Board. Taking a position on the board is a great way to get involved in your children's school and most importantly a great way to create friendships and be part of the community. The Nominating Committee will be chaired by **Katie Zarboutis**. The PTG would like to thank **Katie Zarboutis** and all of the committee members for volunteering their time.

The positions to be filled, along with a brief description highlighting some of their responsibilities are outlined below:

President or Co-President's: Work collaboratively with the WSS-PTG Board to establish and maintain the goals and objectives of the organization throughout the year. Preside at all meetings of the PTG and the PTG Board. Act as a liaison to the Principal. Attend or appoint a representative to attend various district wide meetings. Update the school website with important information and dates to remember.

Vice President or Co-Vice President's: Coordinate the work of the committees and of the organization and work with committee chair people, coordinate the sign-up forms for parents interested in serving on a committee. Oversee and monitor all standing and special committees and act as a liaison between committee and Board members. Responsible for the transfer of materials from outgoing committee chair people to their successors. Update school website with committee updates and special dates to remember.

Secretary: Will keep and maintain an accurate record of all WSS-PTG meetings, as well as recording, distributing the minutes of the WSS-PTG meetings for approval to the President(s). Ensure that WSS-PTG bylaws are made available to members, non-members, and committee chair people as needed. Will conduct all correspondence, and act as the historian for the organization. Will initiate the Nominating Committee process.



Treasurer: Responsible for receiving and recording all monies of the organization, including membership dues, reimbursements of all approved expenses and purchases and paying all bills associated with the organization. Will prepare, along with the PTG Board, an annual budget and will present a financial statement at all PTG meetings. In addition, is responsible for preparing with an accountant the appropriate state and federal tax return forms.

Parent Communications Coordinator: Responsible for maintaining the Class Parent volunteer lottery. Will communicate monthly with all class parents to obtain updates on all class activities. Will keep and maintain up to date information on all students for the school directory.

Each Board member must attend the monthly general WSS-PTG meetings, starting June of the incoming year and including the summer months, as well as monthly Executive PTG Board meetings. If you would like more information on any position, please call Janene Keegan (631) 339-2031 or Bernadette Flynn (718) 522-3128. We encourage your participation and look forward to hearing from you.

Sincerely,

Stacey Guinan

WSS-PTG Secretary

The position on the WSS-PTG that I wish to submit my name for is: _____

Name: _____

Telephone Number: _____

E-Mail Address: _____

Experience: (Committee Chair / Class Mom) _____

I am currently a member/applying for positions on the following Board/Boards:



The deadline for submission is **April 9, 2021**. The WSS-PTG slate will be presented at the **May 10th** WSS-PTG meeting. All those applying for the Board positions will be notified of the results as soon as the Nominating Committee has completed task.

Please mail this form to:

Katie Zarboutis

27 Vista Drive

Laurel Hollow, NY 11791

Or email the form to kzarboutis@gmail.com

(Once the form is received you will be notified with a confirmation of receipt)