

Garden City Parent Teacher Association Policies and Procedures Manual

Adopted: April 28, 2026

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Section I: Introduction and Purpose

The Garden City Parent Teacher Association (GCPTA or PTA) Policies and Procedures Manual (PPM) serve as a permanent record of activities and ensures the ongoing work of the entire GCPTA.

Procedures should:

- complement, but not contradict, the unit's bylaws by providing details not outlined within;
- set rules for the PTA to administer its affairs under the provisions of its bylaws;
- provide a cumulative record of the PTA's experience and serve as a guideline for current and future Officers and Chairpersons;
- contain material, information, and records needed to carry out the work of the Officers and Chairpersons; and
- serve as a living document that is constantly updated in accordance with the procedures adopted at any meeting.

Procedures may be changed from year to year or meeting to meeting, in line with the adoption process outlined below:

- Updated and amended version of the PPM may be adopted at any regular meeting of the Executive Board by a majority vote of the Executive Board members present and voting with 10 days prior notice;
- If prior notice is not provided, a 2/3 vote is needed for the amendments to be adopted.
- Note: Additional procedures may be adopted by a majority vote. They can be suspended for the duration of any session by a majority vote. Procedures should be amended automatically to conform to National and New York State (NYS) PTA Bylaws.

Distribution

The adopted PPM will be included on the PTA website ([Governance page](#)) and in Google Drive [Policies and Procedures Folder](#).

Procedures Folder and Document Management

In addition to this document, a detailed procedures record should be maintained by each Officer or Chairperson on the Executive Committee and Executive Board. This record will serve as a permanent information source on the activities **performed during the course of the year for that position or committee**. Procedures records should be **both electronic** (in the PTA's Google Drive assigned to each position) and/or physical (binders passed down from Executive Committee to Executive Committee during the annual transition period) .

Electronic files of all important documents related to the position or committee should be maintained on the position's PTA Google Drive **and shared** with the President, President-Elect, and Secretary. Personal Google Drive accounts should not be used at any time for PTA-related work. Please note, at the end of your term your Google Drive should be cleared of all **draft** documents and only final versions of documents that might be needed by your successor should be retained.

The folder should reflect the needs of the specific position, and should contain:

- Directory: contact information for you and your committee members: names, addresses, phone numbers, personal email address and term of service. Contact information for Nassau Region and NYS PTA counterparts
- Job or committee descriptions and responsibilities outlined within this document and related to school PTA board positions (Directors only) updated at the end of each year
- Timeline of activities for the position and committee/board, if applicable.
- Additional procedures/guidelines specific to carrying out the responsibilities of the position.
- All essential documents for executing the role.
- Beginning of the year report presented at the first Executive Board meeting of the school year. This report should include:
 - Goals for the year, including planned projects and events
 - Approved budgets, if applicable
 - Timeline of activities
 - Communications timetable with dates and draft message content
- Monthly reports to Executive Committee should include, at minimum:
 - Any changes in the approved plan of work
 - Status of activities to date
 - Budget review: revenue and expenses to date as compared to budget
 - Concerns or comments to be shared with the Executive Committee
- End of year report presented at the Annual Meeting in May, should include at minimum:
 - Summary of the committee's accomplishments and activities for the year
 - Final accounting - budget to actual results
 - Evaluation of the year's activities, recommendations for next year, and final budget requests
- Minutes of any meetings of the committee/board.
- All final correspondence, letters, documents sent or received
- Communications materials, including electronic copies of (Paper copies can be maintained in physical binder):
 - Flyers, social media/Newsletter contributions
 - Publicity, press clippings
 - Region, State and National PTA publications
- Transfer of the Google Drive along with the updated [Procedures Folder](#) to the incoming Officer or Chairperson must occur no later than June 30th or immediately upon resignation.

Google for Education (Google Drive)

Google for Education is a suite of digital tools from Google designed to host and distribute digital documents, communication, and collaboration through cloud-based technology. Consider Google the PTA's solution for digital file sharing and archiving. If you wish to create a paper binder and a PTA folder on your home computer that is fine; however all final versions of all important documents must be saved in your Google Drive. This setup will help in transitioning positions.

All Executive Committee and Executive Board positions have assigned PTA email accounts. This email is equivalent to a work email and should be used to send and receive emails related only to your PTA position.

Volunteers with an assigned PTA email have access to the GCPTA Google for Education Platform. **Do not share access to PTA Files and Documents with emails outside of this [@gardencitypta.org](mailto:gardencitypta.org) network, including your personal Gmail accounts, without prior approval from the President or President-Elect. If sharing a document with committee members or school staff, save a PDF or Word copy of the document and send it as an attachment, whenever possible.** This approach supports our efforts at information security and safe data retention.

Additional guidelines for using your Garden City PTA google account:

- Please check your email daily for important messages.
- Respond to emails on a timely basis. Acknowledge the receipt of the email within 24-36 hours and follow-up within a reasonable time frame.
- Add the Google suite of apps (especially Gmail) and your PTA email address to your mobile device and home computers for easy access.
- See the [Email Directory](#) in [Exhibit I](#). PTA emails will be transferred to your successor and are transferred every two years; therefore, do not assign 2 factor authentication or individual volunteer names to emails in either your Google Drive Directory or personal directory. Leave the First/Last Name as stated in the [Email Directory](#).
- Upon completion of your term the email account:
 - Inbox, trash, sent, saved folders should be reviewed. Only important emails that will be of value to your successor should be saved.
 - Consider creating folders/email tags to group messages related to a specific school year or committee program, making the messages more searchable for successors.
 - All others should be deleted and the trash emptied.

For committee emails assigned to a committee with more than one Chair (Co-Chairs), the email account management should either:

- be the responsibility of one Chairperson. That designated person must share all important message to Co-Chairs; or
- be accessed and managed using a shared log-in. This setup requires strong communication between Chairs.
 - In these instances, please let the President, President-Elect, Secretary, and Vice President Communications know how the account will be monitored and maintained.

Google's Suite of Products: Download all available Google Apps: Mail, Drive, Calendar, Docs, Sheets, etc. on your mobile device. Sign in with your PTA email account for on-the-go access.

Who We Are

On **June 1, 1945**, the GCPTA became a chartered unit under New York State PTA and is one of the few centralized (district-wide) PTAs in the state. As such, members join the PTA only one time regardless of the number of schools in which they have children. Our Executive Committee functions similar to a council overseeing and directing the seven building PTA boards. This structure allows for a consolidation of resources and positions while achieving synergy and equity across the district and community.

Please refer to [Exhibit I: Garden City PTA: More about the Garden City PTA](#) for [mission statement](#) and [organizational chart](#).

Representing the PTA

As a PTA leader on the Executive Committee or Executive Board, you represent the PTA wherever you go. In public, at Board of Education meetings, or on social media, people see you and think “PTA.” Statements made by Executive Board and Executive Committee members on education-related or education-adjacent topics may be understood by the public to represent an official position of the GCPTA, even if these comments were made as a statement of personal opinion or preference.

For this reason, Executive Board and Executive Committee members are held to a higher standard in regard to information sharing and commentary to ensure all represent the PTA accurately, fairly and with integrity.

Our expectations of all Executive Board and Executive Committee members include the following:

- Only the PTA President and Vice President Communications are permitted to serve as official spokespeople for the GCPTA when that service is required.
 - Executive Committee and Executive Board committee Chairs may speak on issues related to their specific school or committee topic when required and with prior approval from the President and Vice President Communications.
 - When Executive Board and Executive Committee members do speak officially for the PTA, the primary objective must always be to ensure statements are clear and accurate representations of the PTA position.
 - Official PTA positions may be found in many places: PTA Objects, National PTA Legislative Program and other PTA printed material (“Where We Stand,” “Basic Policy,” Mission Statement and Beliefs), in many NYS PTA publications and district publications.
 - When in doubt about a position, call your next-level Officer in the Nassau Region office.
- The NY State PTA and GCPTA may take official positions that individual Executive Board and Executive Committee members do not personally agree with. No member of the Executive Board and Executive Committee is permitted to publicly contradict these official positions.

This includes Board of Education meeting comments, newspaper submissions, social media posts, conversations with members of the school public, or similar.

- It is also important to remember the basic policies of the PTA when officially representing the PTA. For example, if you are representing the PTA while wearing the button of a candidate for public office, you are violating PTA's nonpolitical status and may be jeopardizing PTA's 501(c)(3) status.
- If there is an education- or school-related viewpoint you hold personally and need or want to share in a public space (PTA meetings, Superintendent meetings, Board of Ed meetings, social media, newspapers, etc.) you must first notify the President and President-Elect of your plans and perspective. When making the statement, you must disclaim any affiliation between the PTA and your statement (e.g., "I'm sharing this view on my own behalf and it is not representative of any PTA position).
 - While these policies do not apply to non-Executive Board committee members (e.g., school-level committee members), they should be careful to not invoke their role on the PTA or its committees when sharing personal perspectives on the education- or school-related issue. Doing so may create unwanted associations between the individual's statements/actions and an official PTA policy or position.

Additional points to consider:

- When authorized to present the PTA's position, present only the PTA's position. Do not present personal views.
- Whenever possible, issues of a personal nature should be discussed with the appropriate administrator privately, rather than during a PTA meeting, a Superintendent meeting, or publicly at Board of Education meetings.
- Complaints from members about school personnel or other school-related business should be referred to the person, the building principal, or the Superintendent.
- If asked to state PTA views or if contacted by reporters, request the reporter's name, newspaper and reason for the call. Do not answer the questions posed immediately; rather offer to connect them with appropriate GCPTA spokespeople (outlined above) or the Nassau Region leadership. Be sure your answers are accurate and are according to the PTA policy, not your opinion. When in doubt, refer them to the President.
- PTA supports issues, not candidates. It is important to remember this in school board elections and general elections.
- A PTA member, while on school property and/or acting in an official PTA capacity, may do no electioneering.

Issues of Concern

PTAs will want to study issues of concern within their community in order to speak intelligently on those issues when necessary.

When someone raises a concern at a meeting, you should take the time to research whether or not it is an issue on which the PTA already has a position. If the PTA does not have an existing position on the issue, and the membership or Executive Board concurs that the issue warrants

study by the PTA, you can establish a committee to do so. Give the committee time to work and ask them to report back at a future PTA meeting. The committee should report at that future meeting and present their research. If consistent with PTA policies, and worthy of further deliberation, study or action, the General Membership can vote on the Committee's recommendations.

Section II: Executive Committee

The Executive Committee consists of the President, President-Elect, Secretary, Treasurer, Executive Vice President, Vice President Legislation, Vice President Curriculum, Vice President Communications, seven additional Vice Presidents known as School Directors (Directors): High School Director, Middle School Director, Stewart Director, Stratford Director, Hemlock Director, Homestead Director, and Locust Director.

All members of the Executive Committee are **elected Officers** of the PTA, except the President, and are selected by the [Nominating Committee](#).

- NOTE: While the Past President joins Executive Committee meetings, this role is NOT a member of the Executive Committee and should not be included in official votes of the EC.

See [Executive Committee Job Descriptions](#) in [Exhibit I](#).

The Executive Committee shall:

- **Assume official duties on July 1st, but should be involved in transition and planning, effective upon appointment.**
 - Serve no more than two consecutive one-year terms.
 - Be a current (paid) member of the PTA during the full term in office.
 - Hold no other concurrent Executive Committee or Executive Board roles.
 - Executive Committee members may serve as committee members or advisors to Executive Board Committee Chairs; however, they may not hold the Chair or Co-Chair positions themselves.
- **Leadership Resources and Training**
 - At a minimum, read and review the [Introduction](#), [Executive Committee](#), and the sections of this document specifically related to your position.
 - Review and approve proposed changes to the PPM, as needed.
 - Read and follow the [GCPTA Bylaws](#), [NYS PTA Resources](#), and [National PTA Resources: eLearning Courses and Local PTA Leader Toolkit](#) related to your position.
 - Attend Nassau Region and State PTA workshops, conferences, and leadership trainings at PTA's expense. Encourage board and committee members to attend as well.
 - Read and review predecessor's [Procedures Folder](#) (housed either centrally in the shared Executive Committee Procedures folder linked here or in your role's personal Drive folders).
 - Register for and/or follow all available electronic resources through GCPTA, NYS PTA,

and National PTA; for example, electronic newsletters, blogs, and social media sites.

- **Be an active Board Member**

- Attend all Executive Committee **AND** Executive Board Meetings (recognizing the Executive Committee members are **ALSO** members of the Executive Board).
 - Notify the President and Secretary when unable to attend a meeting (including Executive Committee, Executive Board, or Superintendent meetings).
- Treat all discussions between members of the Executive Committee, Executive Board, Committees, Building Administration and District Administration as confidential.
- Attend Superintendent Meetings.
- Attend Board of Education Meetings (virtually or in-person).
- Attend Garden City PTA Dinner and PTA events, including PTA school-level Meetings.
- Meet at the call of the President or a majority of Executive Committee members.
- Prepare timely reports to the Executive Committee and Executive Board.
- Submit reports to the President, President-Elect, and Secretary when requested.
 - Reports will be collected through Google Drive in a folder assigned by the Vice President Communications.
 - Submit the beginning of the year report at the first Executive Board meeting with planned activities for the year.
 - Submit monthly update reports at all scheduled Executive Committee meetings.
 - Submit an annual report in May with a list of accomplishments for the year and suggestions for the following year, if any.
- Prepare for all meetings by reading meeting agenda, previous meeting minutes, and reports of the Executive Committee and Executive Board before the start of the meeting.
 - State questions related to reports issued in advance of the meeting to allow time for the preparer to research and respond.
- Consider participating in GCPTA, NYS PTA, and National PTA advocacy campaigns, Virtual Lobby Days, and other legislative directives sent from NYS and National PTA.

- **Keep Membership informed in accordance with [Communication Guidelines](#).**

- Coordinate all communications highlighting the work of the committee/position to membership via approved Communications channels, in partnership with the Vice President Communications.
 - These include monthly newsletters, Garden City News articles, social media and the GCPTA website.
- Maintain school/committee pages on PTA website by providing requested changes to the website coordinator and Vice President Communications in advance of any scheduled advertising.

- **Build the Leadership Team**

- Nominate Chairpersons of PTA Standing and Special Committees and Liaisons to District Committees. It is the role of President and President-Elect to select and

- install Committee Chairs and liaisons.
- Create new Standing and Special Committees, when necessary.
- Appoint delegates to attend NYS PTA convention and represent the PTA at NYS PTA and Nassau Region events, if needed.
- Appoint representatives to attend meetings of other organizations, if needed.
- Identify potential successors for your position – encourage building representatives to serve as district-wide PTA Chairpersons.
- Encourage anyone who is interested in holding a leadership position in PTA and notify the President and President-Elect with their contact information.
- **Support Goals, Accomplishments, and Financial Planning and Reporting**
 - Prepare a list of top-line PTA goals for the school year; make information available at school-level PTA meetings and in PTA communications channels to promote planned work for the year and drive membership interest).
 - Follow up on the above by preparing a list of PTA accomplishments for the year for presentation at the Annual Meeting in May.
 - Coordinate with Vice President Communications to promote these accomplishments in various forums (Garden City News, website, social, etc.)
 - Review and approve PTA’s annual budget prepared by the Treasurer.
 - Preliminary budget presented to the General Membership for adoption at the May All Schools meeting.
 - Final budget presented to the General Membership for adoption at the October All Schools meeting.
 - Submit expenditures to the Treasurer for payment or reimbursement, in accordance with the PTA’s [Expense Reimbursement Policy](#).
 - Make recommendations for programs, grants, and other actions deemed necessary.
 - Never collect any funds for PTA related programs or activities via personal bank accounts; this includes checks made out to the individual, Venmo, Zelle or similar means.
 - Note that this restriction applies to Executive Committee and Executive Board Chair/Co-Chair leaders. Members of Committees are permitted to collect funds through physical and digital means and must promptly revert those funds to their intended PTA programming source.
- **Support Scheduling, Recognition and Other Logistics**
 - Prepare the PTA calendar for the upcoming school year, including a detailed review and alignment with the school district calendar.
 - Identify and honor individuals (not couples or groups) for their contribution to the welfare of children and youth in Garden City. Celebrate the selected recipients at the annual Garden City PTA Dinner.
 - The “Honorary Life Member Award” in the NYS PTA is recognition given to someone who has given distinguished service to children and youth (Note: This person does not have to be a member of the PTA; however, they should not be a current employee of the district).
 - Review and approve changes to the Bylaws, upon renewal every three years or as

needed.

- Maintain your [PTA Google Drive Account](#) specific to your position and the [Procedures folder guidance](#) to facilitate an effective and efficient transition to your successor.
- Perform duties as assigned.

President

In addition to the responsibilities outlined in the [Executive Committee Section](#), the President shall:

- Read and review all sections of this document.
- Share current information from National, New York State, and Nassau Region PTA, as well as any other information of interest to the Executive Committee, Executive Board, and General Membership.
- Notify the Nassau Region PTA Director of any changes through the timely filing of the NYS PTA Form A.
- Represent the unit at PTA region and state functions or assign an alternate.
- Ensure that the PTA remains a unit in good standing:
 - Bylaws are current, in partnership with the Executive Vice President;
 - Form A is filed in a timely manner, in partnership with the Treasurer;
 - All appropriate filings are made to the IRS, in partnership with the Treasurer;
 - Insurance is paid in a timely manner, in partnership with the Treasurer;
 - Membership dues are fully paid for and reconciled based on NYS PTA's prescribed timetable, in partnership with the Treasurer.
- Coordinate communications with Nassau Region Assistant Director and Region and State PTA Representatives, as needed.
- Understand IRS rules and requirements to protect the tax-exempt status of the unit.
 - Read, review, and sign the tax return for the year of presidency.
- Make sure the General Membership has access to a copy of the most recent Bylaws and Policies and Procedures Manual and notice of all PTA General Membership Votes, in accordance with established voting procedures.
 - Posting such documents to the PTA website shall be deemed sufficient.
 - Notice of General Membership votes shall be provided in any of the PTA's communications channels: newsletters, Garden City News, social media, GCPTA website and/or in the school district calendar.
- Represent the PTA at all necessary meetings and report back to the Executive Committee on any information received or discussed. (If unable to attend, arrange for a member of the Executive Committee to represent the PTA).
- Coordinate communication with the Superintendent, Assistant Superintendents, President of the Garden City Teachers' Association, Board of Education, Garden City SEPTA, PTA community partner organizations and other civic and community organizations in the community (GC Chamber of Commerce, POAs).
 - Send an invitation and a list of PTA meetings and all PTA functions for the year to the Superintendent, School Board members, President of the Garden City Teachers'

- Association (GCTA), Principals, and the Co-Presidents of SEPTA.
- Determine if GCPTA will attend the annual Nassau Region President/Principal Dinner; if so, invite the Superintendent and President of the School Board to attend as GCPTA guests.
 - Invite District leadership and school principals, Members of the School Board, President of GCTA, and “Honorary Life Member Award” Recipient(s) to the annual Garden City PTA Dinner.
 - Provide Dinner Committee and Treasurer with a list of PTA invited guests.
 - Coordinate with Directors on the invitation of building principals as PTA guests.
 - Coordinate with GCTA, Administrators Union Representative, and SEPTA the list of their paid guests.
 - Determine if GCPTA will attend the Nassau Region PTA Legislation Roundtable. If so, invite the Superintendent, Board of Education President, GCTA Presidents, members of District LAC, Vice President Legislation and PTA Legislation committee members to Nassau Region PTA Legislation Roundtable as a PTA guest. This can also be performed by the Vice President Legislation.
 - Promote PTA at any other public events the PTA is invited to attend.
 - If requested by the Vice President Communications, review and approve communications such as: flyers, press releases, newsletters, social media posts, testimony, e-blasts and public comment letters.
 - If communication is to be distributed through District-owned electronic communication systems (e.g., school email, ParentSquare) or distributed via students’ backpacks, the President will obtain the Superintendent’s approval in advance of distribution.
 - Prepare, distribute and follow an agenda at all meetings over which the President presides.
 - Call meetings to order on time and proceed with the business.
 - Maintain a fair and impartial position at all times.
 - Encourage dialogue and active engagement from all members.
 - Refrain from entering discussions while presiding. The President-Elect shall preside if the President wishes to express an opinion or point of view on the discussion topic. If the President speaks to a motion on the floor, the President may not return to presiding until a vote on that motion has been taken.
 - Coordinate the work of the Executive Committee and Chairpersons so that the goals of the PTA are realized.
 - Call on Chairpersons (both Executive Committee and Executive Board) to report their plan of work for the year for discussion and alignment.
 - Prepare correspondence for the Executive Committee.
 - Read letters received by PTA at all Executive Committee meetings.
 - File original correspondence in a binder maintained by the Secretary
 - Call for required reports from Executive Committee members. This can also be performed by the Secretary.
 - Support the work of the Treasurer by:

- Filing signature at the bank where the funds are deposited and can sign checks with the Treasurer.
- Signing all contracts for the PTA with name and title (as President).
- Signing all checks with name and title (as President). Two signatures are required on all checks. Check signers include: President, President-Elect, and Treasurer. If the office of the President-Elect is not filled, the Executive Vice President will be the third signature.
- Signing all IRS tax forms as the Presiding Officer of the unit for the year in which they served as President.
- Encourage and communicate all PTA student awards to the members of the Executive Committee and the district including the High School Guidance Department.
 - Present High School award certificates and checks to recipients in the event the High School Director cannot attend the awards ceremony.
 - Note: Checks provide the full award funding, inclusive of SEPTA funds that are paid directly to the GCPTA
- Attend Reflections Award Ceremonies and take part in congratulating participants.
- Attend New Teacher Orientation and give a brief description/history of the PTA.
- Attend District Retirement Ceremony to present a PTA gift to all District retirees for the year presided.

President-Elect

The President-Elect, who may be called upon at any time to temporarily assume the place of the President, should make a thorough study of the President's duties and responsibilities and be familiar with the work of the PTA. The President-Elect oversees the work of the PTA Standing Committees on the Executive Board and maintains the PTA Policies and Procedures Manual. The President-Elect works closely with the President, allowing for adequate training and preparation for the subsequent year's responsibilities. The President-Elect succeeds the President after a one-year term.

In addition to the responsibilities outlined in the [Executive Committee Section](#), the President-Elect Shall:

- Act as an aide to the President.
- Read all sections of this document.
- Report directly to the President.
- Preside at meetings of the PTA when the President is unable to attend.
- File signature at the bank where PTA funds are deposited as an alternate signer of all checks with the Treasurer.
- Represent the PTA at NYS and Nassau Region functions and all other meetings the President cannot attend.
- Chair the Procedures Committee.
- Along with the Procedures Committee, prepare, maintain, update and distribute the GCPTA PPM to all Executive Board Members and the [Directors' Handbook](#) to all seven school Directors.
- Attend the first meeting and any wrap up/transition meeting for each Standing Committee

- to better understand the work of the committee.
- Preside over the Executive Board Meetings generally held in September, December and May.
 - Welcome all Standing Committee Chairs and provide an overview of PTA and their role.
 - Introduce all Standing Committee Chairs to School Directors and other members of the Executive Committee.
 - Oversee and coordinate the work of all Standing Committees.
 - Call for all required reports from all Standing Committee Chairs.
 - Outgoing President-Elect to keep incoming President-Elect informed of Committee activities upon announcement of the incoming slate.
 - Work with the President to fill Committee Chair vacancies upon assuming duties after the annual meeting in May.
 - Prepare, maintain, update, and distribute to all Executive Board Members the outline for the Chairperson's [Procedures Folder](#).
 - Attend District Retirement Ceremony to present a PTA gift to all District retirees for the year presided.

Secretary

The Secretary is responsible for keeping accurate records of the proceedings of the PTA, including the minutes of all meetings of the Executive Committee, Executive Board, and the official PTA calendar.

In addition to the responsibilities outlined in the [Executive Committee Section](#), the Secretary shall:

- Read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).
- Have on hand at every meeting digital or physical access to:
 - A current copy of the PTA's New York state-approved Bylaws
 - Current approved Policies and Procedures Manual
 - Minutes of the previous meeting, including Treasurer's Report
 - A list of unfinished business
 - Agenda
- Keep a record of Executive Committee's and Executive Board's attendance at all meetings
- Prepare, distribute and maintain contact information of all members of the Executive Board.
- Prepare, distribute and maintain a list of all meeting dates of the Executive Committee, Executive Board, PTA meetings, PTA-sponsored events, Superintendent.
- Act as custodian of all records, except those specifically assigned to others, and promptly deliver all records to successor.
- Conduct the correspondence of the Garden City PTA, if directed by the President.
- Distribute PTA letterhead to all School Directors and District Committee Chairpersons, updated annually to reflect the new holders of each respective position.
- Assist the President with the preparation of meeting agendas. Include a list of unfinished business from prior meetings.

- Prepare minutes of meetings of the Executive Committee, Executive Board, and All Schools PTA meeting minutes. School-level PTA Meeting Minutes are to be prepared by school-level PTA Secretary (if one is in place, School Director if not) and approved by the school principal prior to publication on GCPTA website.
 - Provide guidance to all building-level PTA secretaries and all committees on the preparation and distribution of school PTA minutes in accordance with NYS PTA guidelines, Nassau Region PTA Trainings, and the Rules of Roberts.
 - Share all training material from Nassau Region PTA Secretary Trainings with building secretaries, Directors, and Chairs of PTA Committees.
- Prepare summaries of meetings with the Superintendent
- Indicate in the Executive Committee minutes the name of the Officer who performed the monthly reconciliation of the bank statements.
- Read and/or distribute copies of the minutes of any previous meeting for approval.
- Report at monthly Executive Committee meetings all motions and votes of the Executive Board and Executive Committee meetings and present the minutes for approval at the next general PTA meeting.
- Send out notices of Executive Committee, Executive Board, General PTA and Superintendent meetings at least 48 hours in advance; where needed, coordinate with Vice President Communications on those notifications.
 - Send out notices to the Executive Board of upcoming General Meeting Votes at PTA Meetings. Attendance is requested.
 - Send out notices to the Executive Board the outcome of all motions passed or failed at PTA meetings.
- Furnish NYS PTA Convention delegate(s) with credentials for voting.
- Call the meeting to order in the absence of the President, President-Elect, Executive Vice President and Vice Presidents; conduct an election of President pro tempore.
- Maintain an accurate record of PTA membership compliance, using information received from the Membership Chairperson.
- Maintain list of:
 - Honorary Life Member Award recipients recognized at the annual PTA Dinner
 - Senior Awards distributed to graduating HS students
 - Other Awards and Recognitions received
- Assist the President in filing the Annual Form A.

Treasurer

The Treasurer, as authorized custodian of the funds of the Association, receives and disburses all monies authorized by action of the PTA. The Treasurer will be responsible for all forms of financial reporting including overseeing the filing of the PTA's tax return.

In addition to the responsibilities outlined in the [Executive Committee Section](#), the Treasurer shall:

- Read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).

- Communicate all financial policies and procedures to all members of the Executive Committee and Executive Board.
 - Financial policies and procedures are outlined here, and throughout this document: [PTA Budget Explained](#), [PTA Grants](#), [Exhibit III: Ways & Means Guidelines](#), and [PTA Reimbursement Policy](#).
- Review all communications that may include financial information or financial reference before distribution to membership or the community.
- File new signature cards when the new Officers assume office, indicating that two signatures are required on all checks.
- Chair the Budget Committee:
 - Along with the [Budget Committee \(as defined here\)](#), prepare and distribute, for vote, the PTA's annual operating budget (preliminary in May; final in October).
 - Review all PTA sponsored events to ensure that they are within the accepted policies of the NYS PTA and insurance requirements/limitations.
 - Assist the Executive Committee in understanding the 3-to-1 Rule. For every fundraising activity, there should be at least three non-fundraising projects aimed at helping parents or children, or advocating for school improvements.
- Be custodian of all funds.
 - Oversee and communicate closely with Committees or Chairpersons regarding their events, budgets, and the collections/disbursement of PTA funds.
 - Receive all monies for all accounts, including dues. Establish a strong system of internal controls over the receipt of monies either by the Treasurer or a Committee Chair.
 - Verify that proper financial controls are established, communicated, and followed when handling PTA funds.
 - Deposit all money in the name of the PTA and in a bank approved by the Executive Committee generally within three (3) days of receipt. File deposit slips with the monthly bank statements. If the Treasurer deems necessary, deposit slips associated with a specific fundraiser will be filed in the folder for that fundraiser. (Example: PTA Dinner deposit slips will be in the PTA Dinner folder along with a record of donors.)
 - PTA funds must not be deposited in either the school's account or personal account of the Treasurer or any other member.
 - If a Committee Chair receives monies, work alongside to ensure all monies are deposited and reconciled on a timely basis.
 - Write checks for any authorized expenses received through the approved reimbursement process. This must include signed forms with accompanying receipts. Payments must come from the correct checking account, charged to the correct expense account line.
 - Digital payments via Zelle is also an approved reimbursement method with appropriate records retention.
 - Pay by check all bills as authorized by the President, Executive Board or unit.
 - Digital payments via Zelle is also an approved reimbursement method with appropriate records retention.

- Be sure that all PTA checks bear two signatures. File with the bank the necessary documents and update all authorized signers.
- Maintain a credit card account for use with companies accepting only credit card payment, or when/where PTA credit card payment is more expedient.
- Work with PTA Directors at each school to ensure monies allocated in the budget are spent in accordance with local, state and National PTA guidelines.
 - If budgeted amounts are earmarked for a program but details have yet to be finalized, **Directors must get Executive Committee (President and Treasurer) approval prior to committing funds to the school.**
 - Directors are not permitted, without prior approval from the President and Treasurer, to outlay monies for budgeted programs from their personal accounts and ask for subsequent reimbursement from the PTA.
- Must attend the PTA Dinner and be present for the collection, reconciliation, and deposit of all monies collected during that event.
- With Membership, track the portion of NYS PTA membership dues received from members and submit to NYS PTA in accordance with their payment schedule.
- Pay the insurance premium to NYS PTA on time.
- Renew annual contract for Bulk Mail Permit with the United State Post Office and maintain an appropriate pre-paid balance based on planned mailings for the year, if needed.
- Assist the Executive Committee in protecting the Federal/NYS tax exempt status of the PTA.
 - Working with the PTA accounting firm, prepare all necessary tax schedules to file the Form 990 within 4 ½ months after the fiscal year.
 - NYS Sales Tax Exempt Forms are signed and dated each year by the President. Forms are distributed by the Treasurer and shall only be used for PTA purposes and programs.
- Financial Reporting:
 - Have detailed financial records of all committees on hand for reference at every meeting. Such records shall include:
 - Approved budget
 - Receipts and approved disbursements
 - Balance on hand
 - Submit a written Treasurer's report at Executive Committee meetings, including a Statement of Revenues and Expenditures (actual compared to budget) and Statement of Cash Balances.
 - Working with the Vice President Communications, update the [Financials section of the PTA webpage](#). The web page should include the current budget, supporting documents, and communication regarding grants.
- Reconciliations and Bookkeeping:
 - Keep a full and accurate account of receipts and expenditures in QuickBooks to be open for inspection by any voting member of the unit.
 - Perform monthly bank reconciliation using the monthly bank statements, QuickBooks, checkbook, expense and remittance forms.

- Ensure monthly reviews of the bank reconciliation audits are completed by the Audit Committee.
- Preserve all vouchers, receipts, bank statements and canceled checks in accordance with record retention policy.
- Backup all data on external drive.
- Transfer all files and PTA computer to incoming Treasurer after completing the final audit.
- Support:
 - The Treasurer may, as needed, recruit, partner and supervise an unofficial deputy in any given PTA fiscal year.
 - This deputy is not a replacement for or alternate to the Treasurer, but simply there to serve as support where and when needed.
 - The deputy should be carefully vetted and selected by the President, President-Elect and Treasurer for both skillsets and reliability. This selection is outside of any Nominating Committee work and may happen at any point in a given school year.
 - The Treasurer's deputy:
 - Does not hold an official PTA position, is not an Officer, Chair or any voting member of either the Executive Committee or Executive Board
 - Is not permitted to handle funds, sign checks, or conduct financial transactions
 - Is permitted to assist the Treasurer in placing orders, tracking accounts receivable / payable (but may not handle the transactions themselves), and other bookkeeping and records update work.
 - The Treasurer provides official oversight for all actions of the deputy and remains responsible for the accuracy of all information.

Vice President(s)

In accordance with the bylaws, Vice Presidents are designated by title. These Procedures define the position by both title and responsibility.

Executive Vice President

The Executive Vice President oversees the work of the PTA's Nominating Committee. The Executive Vice President is also responsible for carrying out the PTA procedures for the selection of PTA parent members to the district's Site-Based committees. The Executive Vice President is the Chair of the Bylaws Committee if convened during their term (every three years).

In addition to the responsibilities outlined in the [Executive Committee Section](#), the Executive Vice President Shall:

- Read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).
- Act as an aide to the President.
- Preside at meetings when the President and President-Elect are unable to attend.

- Attend all Region meetings that the President and President-Elect are unable to attend.
- If the office of the President-Elect is not filled, the Executive Vice President will assist the President, as needed, and will serve as the third signature on all bank accounts.
- Convene and serve as Interim Chair of the [Nominating Committee](#) until the committee is in place and a Chair is elected. (Historically, the Executive Vice President has been elected by the Nominating Committee to serve as its Chair, but this is not a requirement).
 - Oversee the General Membership Election of Nominating Representatives at the February All Schools PTA Meeting (or school-level meetings, if scheduling requires).
 - Notice of these election votes should be made in PTA Communications channels, in accordance with GCPTA voting procedures.
 - Attend Nassau Region PTA Nominating and Elections Annual Workshop, if offered.
 - Invite all elected members of the Nominating Committee to attend the workshop.
 - Coordinate communications with Nassau Region Assistant Director and Nominations Chair, as needed.
 - Serve notice of election to the Executive Board should an Executive Committee position become vacant in the middle of a term.
 - Collect and maintain attendance sheets from building PTA meetings for use by the Nominating Committee.
- Oversee the selection of PTA Representatives on the [District Site-Based Committee](#).
 - Work directly with the Assistant Superintendent for Personnel to coordinate PTA parent representatives on Site-Based Committees and related training of PTA parent members.
- Staff Recognition:
 - Coordinate the PTA's recognition for retirees, building nurses, and transportation department, as approved by the Executive Committee (e.g., transportation is as needed).
- Building Use and Permits - Upon completion of the PTA Calendar in June:
 - Obtain a current copy of the PTA's Insurance Certificate from the Treasurer
 - Complete Garden City Public Schools' (GCPS) building use form for all meetings/events of the GCPTA requiring school facility use outside of standard school hours.
 - Complete GC Village Permits for meetings/events at Village facilities.
 - Complete applications with the GCPL for meetings to be held at the public library.
 - Report any changes in planned meeting/event locations to the President, President-elect, Secretary, and relevant Committee Chair.

Vice President Legislation

It is a PTA's responsibility to promote the educational needs and values of the school community and to address how decisions by school administrators, the Board of Education, elected officials and other governmental and regulatory entities meet those needs. Advocacy is an integral part of any PTA and occurs in every action designed to improve the lives of children.

The Legislation Committee's activities are designed to inform members and the community of

how pending and enacted legislation, regulations and proposals made by the Federal Department of Education, New York State Department of Education, and/or Garden City Board of Education, including the District's proposed school budget, may affect our public schools. The Committee provides the tools necessary to empower members to actively participate in the decision-making process and effect positive change by communicating concerns to legislators and key decision-makers within our district.

Through our affiliation with NYS and National PTA, we work to "secure adequate laws for the care and protection of children and youth" and to support a system of free public education. The work of this Committee is nonpartisan and aligned with the National PTA and NYS PTA guidelines. The Legislation Committee works closely with District Administration, the Board of Education, the Curriculum and Health & Safety Committees, and other groups where appropriate to achieve PTA goals for children and youth. This Committee has a Committee Chairperson and School Building Representatives.

The Vice President Legislation is the Chair of the PTA Legislation Committee.

This committee and its members shall:

- Raise community awareness on relevant issues related to enacting or pending legislation and regulatory issues affecting the health, welfare, safety and education of children and youth and what, if any, positions National and/or NYS PTA may have on these issues.
- Promote the Legislation Committee to district families and members through PTA Communication Channels. See [Communication Guidelines](#).
 - Communicate to members the long-term impacts that decisions made by our elected officials, including the Board of Education, will have on public education and our schools.
 - Communicate information as it relates to the district school budget to ensure that the educational needs of all children are met.
- In collaboration with the President and Executive Committee:
 - Work with Central Administration, Board of Education and the Garden City Teachers Association, where appropriate, to achieve PTA goals for children and youth.
 - Work with other groups within our community, where appropriate, to achieve PTA goals for children and youth.
 - Work with other local PTA units or parent groups where appropriate, to achieve PTA goals for children and youth.
 - Speak on behalf of an issue affecting children and youth before the Board of Education and our elected representatives, as approved by the President using materials reviewed and approved in advance by the Executive Committee.
- The Vice President Legislation may serve as an appointed member of the GCPS Board of Education Legislation Committee, if active.
- Coordinate the efforts of local grassroots campaigns within our community, including "Get Out the Vote" activities, as appropriate.
- Encourage parent involvement in our public schools.

Special Note as it relates to the school budget:

The proposed school budget need not contain all PTA priorities for the PTA to support it. A statement of PTA's concerns may inform the Board of Education of those aspects of the budget with which the PTA does not concur. Be sure to refer to guidance from NYS PTA on issues related to school district budgets. The PTA is permitted, however, to endorse (or withhold endorsement of) the School Budget voted on in May of each year.

Special Note as it relates to lobbying activities:

The work of the Legislation Committee should be nonpartisan and align with National PTA and NYS PTA guidelines. PTAs must be nonpartisan and abide by certain lobbying restrictions set forth in Section 501(c)(3) of the tax code. A PTA can lobby for issues, but cannot ever endorse, support or oppose candidates for any public office, including school boards.

In addition to the responsibilities outlined in the [Executive Committee Section](#), the Vice President Legislation shall:

- Read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).
- Act as an aide to the President.
- Review and become familiar with the "Basic Policy," Resolutions, National and NYS PTA's "Where We Stand," and position papers.
- Act as liaison to the Assistant Superintendent for Business and Finance on issues related to the district budget.
- Act as, or appoint a committee member as, a liaison to the Board of Education's Legislative Affairs Committee on issues related to legislation.
- Preside over meetings of the Committee
 - Notify the President, President-Elect, and all Committee Representatives of all committee meetings to be held.
 - Call committee meetings to order on time and proceed with the business.
 - Designate someone to record minutes.
 - Maintain a fair and impartial position at all times.
 - Encourage participation by all members.
 - When a vote is needed among Committee members, the Chair only votes when the voting is conducted by written ballot or to break a verbal voting tie. This approach ensures a visible vote by the Chair does not unduly sway the voting decisions of other Committee members.

The Vice President Legislation shall, as it relates to the Garden City Public School's budget:

- Coordinate the Executive Committee's review of the district budget.
- Hold meetings with the Assistant Superintendent of Business and Finance to discuss the current and future impact of the budget on educational programs and extracurricular activities (as needed).
- Encourage Board of Education members, the Superintendent, and Assistant Superintendent

of Business and Finance to attend PTA meetings to discuss the district's financial status and school budget.

- Disseminate school budget information to parents and community members.
- Coordinate the PTA "Get Out the Vote" activities, in partnership with Vice President Communications; such activities may include, but are not limited to:
 - Prepared email/e-blast communication with detailed position on the budget proposal (also read at Board of Education meeting),
 - Reminders to members of the budget vote date/time,
 - Flyers for backpacks (distribution approved by the Superintendent),
 - Flyers for area nursery schools,
 - Garden City News 'PTA Update' inclusions regarding budget related news.
- Organize a community-wide coalition to produce the desired vote outcome.
- Write a statement expressing the GCPTA's support of the full budget (or portions, if full support is not being provided); read the letter at the Board of Education meeting directly ahead of May vote timing; work with Vice President Communications to publish the letter to GCPTA website.
- Communicate the budget election results to the Executive Committee and to membership.

The Vice President Legislation shall, as it relates to Legislation issues (beyond the BOE Budget):

- Provide information to the Executive Committee and membership on proposed legislation and regulatory issues that affect the health, welfare, safety and education of children and youth and what, if any, positions National and/or NYS PTA may have pertaining to such current issues.
- Review any Annual Resolutions and Bylaw Amendments issued by the Nassau Region or NY State PTA. Present information to the Executive Committee for review and work with the Secretary on subsequent required votes.
- Represent the PTA (or have a committee member represent) on the Board of Education's Legislative Affairs Committee of the Board of Education.
- Encourage Board of Education members, the Superintendent, and the President of the Garden City Teachers' Association to attend PTA meetings to discuss the impact of proposed or enacted legislation to our school district.
- Disseminate information to parents and community members so that all may be informed on legislative issues.
 - Provide information to assist members to understand how the various segments of government (local, state and federal) operate and ways of contacting representatives.
 - Communicate information through emails, newsletter articles, flyers, and online resources, including social media.
- Arrange meetings with local policy makers and legislators. Present the Garden City PTA Executive Committee's position on proposed laws, regulations and policies that affect children and youth. Present the NYS PTA's position on proposed laws, regulations and policies.
- Arrange meetings with other groups within our community as deemed necessary.

- Communicate with and work with other local PTAs or Parent Groups, as needed.
- Coordinate the efforts of local grassroots campaigns of pending legislation through phone calls, letters, emails, Voter Voice petitions, and visits to legislators.

Legislation Committee Members shall:

- Follow the procedures as outlined in this document under [Executive Board](#) and [Committee Representatives](#).
- Attend all Committee meetings.
- Attend Nassau Region PTA Legislative Events, if scheduled.
- Attend Board of Education Budget Work Sessions.
- Attend special meetings with the Board of Education Legislative Committee.
- Assist in disseminating information to parents and community members on proposed legislation and regulatory issues that affect the health, welfare, safety and education of children and youth and what, if any, positions National and/or New York State PTA may have pertaining to such current issues.
- Assist in disseminating school budget information to parents and community members.
- Assist in coordinating local grassroots legislative campaigns.
- Assist in coordinating the PTA “Get Out the Vote” activities.

Vice President Curriculum

The Curriculum Committee keeps our membership up to date on various curriculum and instruction topics including, but not limited to: learning standards, assessments and grading, and co-curricular activities throughout the district. The committee works closely with the District Administration and the Assistant Superintendent of Curriculum and Instruction, provides members information about changes or trends in curriculum, and provides a conduit for the school community to express concerns related to instruction.

This committee requires a certain level of time commitment to be most effective in this volunteer role. Primary-school Curriculum Committee members for the Primary schools meet jointly with all Primary principals on a scheduled basis. Elementary school committees will hold similar meetings with Elementary principals. Middle School and High School committees will meet separately with their respective principals as scheduled. At least one member of the overall Curriculum committee should be in attendance at all Board of Education meetings.

This Committee has a Chairperson (Vice President Curriculum) and building representatives.

In addition to the responsibilities outlined in the [Executive Committee Section](#), the Vice President Curriculum shall:

- Read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).
- Act as an aide to the President.
- Meet with the Assistant Superintendent of Curriculum and Instruction early in the school year to discuss the district’s curriculum goals for the year and any known PTA curriculum priorities, community concerns or programs.

- Set committee meeting dates for the year with Assistant Superintendent for Curriculum and Instruction.
- Collaborate with the Assistant Superintendent of Curriculum and Instruction to present ideas at building and joint PTA meetings.
- Send a list of meeting dates and topics to the President and President-Elect.
- Share district and building curriculum notes/minutes with the Executive Committee monthly.
- Oversee the building representatives at each school.
- Communicate district-wide parent concerns with the Assistant Superintendent of Curriculum and Instruction, when necessary.
- Preside over meetings of the Committee
 - Notify the President, President-Elect, and all Committee Representatives of all committee meetings to be held.
 - Call committee meetings to order on time and proceed with the business.
 - Designate someone to record minutes.
 - Maintain a fair and impartial position at all times.
 - Encourage participation by all members.
 - When a vote is needed among Committee members, the Chair only votes when the voting is conducted by written ballot or to break a verbal voting tie. This approach ensures a visible vote by the Chair does not unduly sway the voting decisions of other Committee members.

Curriculum Committee Members shall:

- Follow the procedures as outlined in this document under [Executive Board](#) and [Committee Representatives](#).
- Attend all Committee meetings.
- Attend meetings with the Assistant Superintendent of Curriculum and Instruction, as scheduled.
- Join scheduled meetings with Building Administration to review parent concerns related to curriculum.
 - Prepare agenda for meetings with the principals,
 - Agendas must be approved by the Vice President Curriculum in advance of the meeting,
 - Write summaries of the meetings and share with the building principal to be sure information is accurate and submit to the Vice President Curriculum.
- Represent the committee and their school by attending school-level PTA meetings: provide updates, address concerns parents may have, and promote committee activities.
 - Prepare committee reports as called for by the school-level Director.
 - Obtain approval of the report from the Vice President Curriculum before submitting to the Director.
 - Minutes/Notes of the PTA Meeting will be posted to the PTA Website and shared with membership.

Vice President Communications

The Vice President Communications is the Chair of the PTA [Communications Committee](#), which

includes multiple members with Executive Board non-voting roles (i.e., Social, Publicity, Website, Technology). This committee is responsible for all internal and external communications projects and functions including newsletters, website, social media, print media, and other communication tools. The committee also maintains the PTA's email distribution lists, using data provided annually by the District.

In addition to the responsibilities outlined in the [Executive Committee Section](#), the Vice President Communications shall:

- Read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).
- Act as an aide to the President.
- Act as the primary source of communication for all PTA needs.
- Communicate and work regularly with the Executive Committee, Executive Board, Committee Chairs, and the district Coordinator of Public Information to determine the content of information advertised and publicized through PTA communication channels.
- Assist the Executive Board with the design of PTA flyers/posters/advertisements, as needed.
- Obtain input from the President on communications, as needed, before publicly sharing them.
- Administer the PTA's Google Platform
 - Share Google Training materials with all new Executive Committee and Executive Board members as they assume their positions each July.
 - Maintain all email accounts and drives.
 - Establish and continuously update/refresh Drive Protocols and Procedures.
 - These administration-specific responsibilities can be shared with the Technology Coordinator, if one is in place.
- Maintain and update [PTA Communications Guidelines](#) outlined in [Exhibits](#).
- Oversee and direct the work of the members of the Communications Committee.
 - Act as or appoint a webmaster for the PTA website, updating and maintaining the website and assisting all members of the Executive Committee and Executive Board with their web pages. Responsibilities can be shared with the Website Coordinator.
 - Establish and maintain distribution lists for all email-based Communications. Responsibilities can be shared with the Technology Coordinator.
 - Edit the monthly newsletter and weekly PTA article in The Garden City News. Responsibilities can be shared with the Publicity Coordinator.
 - Manage content on all social media sites: Facebook, Instagram, and X. Responsibilities can be shared with the Social Media Coordinator.
 - Oversee the design of all PTA program materials to ensure a cohesive and consistent PTA branding approach, logo placement and more.
 - Additional responsibilities, as outlined in Vice President Communications handbooks, monthly timeline and other related documents.

School Directors

School Directors are the direct link between school buildings and parents. Directors bring the concerns and issues of their school and parents to the attention of the Executive Committee.

Directors work closely with Building Administration to oversee the work of the PTA in each of our seven schools. Directors are also responsible for facilitating the work of school-based committees in partnership with Building Administration.

In addition to the responsibilities outlined in the [Executive Committee Section](#), the School Directors shall:

- Read and review the following sections of this document: [Procedures Folder](#) and [Google for Education](#).
- Read Directors' Handbook for guidelines and procedures specific to your position; see: [Directors' Handbook](#) Folder in Drive and [Procedures Folder](#) overview above.
- Promote PTA in your school building to district families and members through PTA Communication Channels, in partnership with the Communications Committee. See [Directors' Handbook](#) and [Communications Guidelines](#).
- Along with the District-level Committee Chairpersons, oversee the work of all PTA Standing Committees at your building.
- In partnership with School Administration, oversee and facilitate all school-based committees and volunteers.
- Provide the Executive Committee at the beginning of the school year with building enrollment numbers, number of sections, self-contained classes, co-teaching classes, building staff headcount, and other statistical information necessary to plan PTA events.
- When directed by the President, President-Elect or Secretary, work with the President-Elect and building Principals to determine the following year's PTA calendar dates.
- Fill your school-level committee board – See [Directors Handbook](#) for guidelines.
- Prepare summer mailing packets, including PTA Welcome Back to School Letter for the following school year in July/August.

Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee, prior notice of such election having been given to the Executive Committee. Prior to the vacancy being filled (in line with the above guidance), all position vacancies shall be handled in accordance with unit Bylaws. Contact Nassau Region PTA for additional advice.

Section III: Executive Board

The **Executive Board** consists of members of the Executive Committee, the Chairpersons of the Standing and Special committees and the Immediate Past President, if available.

Standing Committees perform a continuing function and remain in existence permanently, or for the life of the assembly that created it. The members serve for a term that corresponds with that of the Officers, as stated in the bylaws. Standing Committees often have a district-wide Chairperson (the Executive Board voting member) and representative at each of the seven schools (who are not members of the Executive Board). Therefore, Standing Committees are deemed to be both district and school-based.

Special or Ad hoc Committees are formed to accomplish a specific objective. Their existence stems from a new or current concern or project the PTA is facing. The unit may form a special or Ad Hoc Committee to consider or handle a single subject. When the project is resolved, the information is gathered, or the project is completed, the committee will disband. The life of the Special or Ad Hoc Committee may be no longer than a few days or may span a considerable period of time, according to the nature and complexity of the situation.

Co-Chairpersons

If a committee has two or more Chairs, (Co-Chairs), they are deemed Chair and Assistant Chair(s) for purposes of voting. Each Committee must nominate one Chairperson who will cast a vote on behalf of that Committee when Executive Board voting takes place. Please note that every Executive Committee and Executive Board member is able to vote as a General Member.

In accordance with [Robert's Rules of Order Newly Revised](#), it is important to remember that one person may fill only one position. In the PTA, only one name may be listed for each office or Chairmanship and only one person may vote. However, duties of the committee and or Chair responsibilities may be equally divided. The Co-Chairs will support each other and share responsibilities to achieve the objectives of the committee.

Refer to [Exhibit I](#) for list of all current [Standing and Special Committees](#) along with Descriptions.

Immediate Past President

The Immediate Past President (Past President):

- shall read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), and [Google for Education](#).
- shall serve in this capacity for the duration of their successor's presidency.
- shall serve in an advisory capacity but does not interfere with the new President's methods.
- shall provide advice based upon experience, when requested.
- may attend Executive Committee meetings *as an advisor*.
- is not an elected Officer.
- shall serve as a voting member of the Executive Board, but not the Executive Committee.
- shall act in a helpful manner.

Committee Chairpersons

All Standing or Special Committee Chairpersons and Assistant Chairs shall:

- **Term and Conflicts / Requirements**
 - Assume official duties on/about July; should be involved in transition and planning, effective upon appointment.
 - Serve no more than two consecutive one-year terms as Chair of the same standing committee.
 - Be a current member of the PTA while serving as Chair.
 - Holds no additional Executive Board or Executive Committee Chair positions.

- **Leadership and Resources and Trainings**
 - At a minimum, read and review the [Introduction](#), [Executive Board](#), and the sections of this document specifically related to your position.
 - Propose changes to the PPM to the President-Elect, as needed.
 - Read and follow the [GCPTA Bylaws](#), [NYS PTA Resources](#), and [National PTA Resources: eLearning Courses and Local PTA Leader Toolkit](#) related to your position.
 - Attend Nassau Region and State PTA workshops, conferences, and leadership trainings at PTA's expense. Encourage board and committee members to attend as well.
 - Contact the Region Chairperson for information and advice, when necessary, but only after speaking with the President-Elect.
 - Read and review predecessor's [Procedures Folder](#).
 - Register PTA email address for all available electronic resources through GCPTA, NYS PTA, and National PTA, including electronic newsletters, blogs, and social media sites.
- **Be an active Board Member**
 - Attend all Executive Board Meetings (three times annually).
 - Notify the President-Elect and Secretary when unable to attend a meeting.
 - Treat all discussions between members of the Executive Committee, Executive Board, Committees, Building Administration and District Administration as confidential.
 - Attend Garden City PTA Dinner and PTA events, including school-level and All Schools PTA Meetings.
 - Submit a plan of work to the Executive Committee at the first Executive Board Meeting of the year.
 - Changes to the plan should be reviewed by the President and President-Elect; the Executive Committee should be notified.
 - Prepare an end of the year report, with accomplishments and recommendations for the following year to be presented at the annual All Schools meeting in May.
 - Prepare monthly reports (or when requested) to the Executive Committee, Executive Board, and membership.
 - Send committee reports to the President, President-Elect, and Secretary
 - Prepare for all Executive Board meetings by reading meeting agenda, previous meeting minutes, and reports of the Executive Board before the start of the meeting.
 - State questions related to reports issued in advance of the meeting to allow time for the preparer to research and respond.
 - Participate in GCPTA, NYS PTA, and National PTA advocacy campaigns, Virtual Lobby Days, and other legislative directives sent from NYS and National PTA, if supported by our unit.
- **Building the Leadership Team**
 - Oversee school Committee Representatives.
 - Encourage school Committee Representatives and help them develop a sound plan

for the work of the committee at the school level.

- Share building work plans with the School Directors.
- Work with School Directors to fill building level representatives.
- Identify potential successors for your position – encourage building representatives to serve as district-wide PTA Chairpersons.
- Encourage anyone who is interested in holding a leadership position in PTA and notify the President, President-Elect and Executive Vice President with their contact information.

- **Financial Planning and Reporting**

- Coordinate with the President, President-Elect and Treasurer to confirm available funding for your committee for the coming school year. Based on that funding plan, prepare a proposed budget allocation to make use of those resources by the Committee.
 - Proposed budget allocation plans must be submitted to the Treasurer in April for the upcoming school year and will be voted on by the General Membership at the May All Schools meeting.
 - Budgets should be reviewed again prior to the start of the school year and any proposed changes may be included in the Final Budget voted on by the General Membership at the All Schools meeting in October.
 - Committee Chairs should notify the Treasurer no later than mid-September of any requested annual budget adjustments.
- Obtain prior approval on all expenditures.
- Approve all committee expenses and submit receipts of all expenditures to the Treasurer before payment, in accordance with the PTA's [expense reimbursement procedures](#).
- Stay within the approved budget. If additional funds are needed, send a request to the Treasurer for review and approval by the Executive Committee, Executive Board and Membership prior to any additional spending.
- Count all income received with a second person, submit immediately to the Treasurer, and obtain a receipt after the amount has been verified.
- Work with the Executive Vice President to obtain permits required by the Village of Garden City. Only the President can sign a village permit.
- Never collect any funds for PTA related programs or activities via personal bank accounts; this includes checks made out the individual, Venmo, Zelle or similar means
 - Note that this restriction applies to Executive Committee and Executive Board Chair/Co-Chair leaders. Members of Committees are permitted to collect funds through physical and digital means and must promptly revert those funds to their intended PTA programming source.

- **Keep Membership Informed in accordance with [Communication Guidelines](#).**

- Coordinate all communications for the committee/position to membership.
- Submit timely information and news to the Vice President Communications for dissemination through PTA Communications Channels: newsletters, Garden City

- News articles, social media, etc.
- Regularly review school/committee pages on PTA website and provide changes to the website coordinator in advance of any scheduled advertising or monthly newsletters.
- **Preside over meetings of the Committee**
 - Notify the President, President-Elect, and all Committee Representatives of all committee meetings to be held.
 - Call committee meetings to order on time and proceed with the business.
 - Designate someone to record minutes.
 - Maintain a fair and impartial position at all times.
 - Encourage participation by all members.
 - When a vote is needed among Committee members, the Chair only votes when the voting is conducted by written ballot or to break a verbal voting tie. This approach ensures a visible vote by the Chair does not unduly sway the voting decisions of other Committee members.
- **Support Operations and Logistics requirements**
 - Do NOT sign any contracts. The President must sign all contracts.
 - Maintain your [PTA Google Drive Account](#) including an updated [Procedures Folder](#) specific to your position to facilitate an effective and efficient transition to your successor.
 - Perform other duties as assigned.

Committee Representatives

The success of the committee depends on the contributions made by each member. Each school has school-specific committees as well as representation on all district wide committees.

A Committee Representative should:

- Review the Committee's work plan and goals for the year to understand the role and responsibilities.
- Treat all discussions between members of the Executive Committee, Executive Board, Committees, Building Administration and District Administration as confidential.
- Attend NYS and Nassau Region PTA workshops and conferences or leadership training at the PTA's expense, if approved.
- Not incur expenses on behalf of the committee without the approval of the Committee Chair or School Director, who are in-turn required to secure approvals from the President and Treasurer.
- Be prepared for the meeting. Read and study all material distributed in advance.
 - Participate in the discussion.
 - Accept and follow through on assignments and be prepared to report at the next meeting.
- Join scheduled meetings with Building Administration to review parent concerns related to Committee-relevant matters.
 - Prepare agenda for meetings with the principals,

- Agendas must be approved by the School-Level PTA Director and/or District-level PTA Committee Chairperson in advance of the meeting,
- Write summaries of the meetings and share with the building principal to be sure information is accurate and submit to the School-Level PTA Director or District-level PTA Committee Chairperson.
- Communicate regularly with the School Director the activities of your committee and what is happening in the building.
 - Prepare committee reports when called for summarizing the work of the committee at the school level.
 - Obtain an approved copy of such reports from the District-level PTA Chairperson, if applicable.
- Represent your Committee and school by attending PTA meetings: provide updates, address concerns parents may have, and promote committee events.
- Perform duties as assigned.

Standing Committees

Arts in Education Committee

The Arts in Education Committee explores programs across the broad spectrum of the arts and makes recommendations for experiences that would enhance and enrich the cultural education of students. Exposure to the arts is valuable to learning since it stimulates creativity, curiosity, and awareness of the world around us.

The Arts in Education Committee works directly with Building Administration and the District Administration Coordinator of Music and Fine Arts. This Committee has Committee Chairperson(s) and is a great opportunity for someone who would like to be involved but has limited time.

Arts in Education Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Find new program opportunities to recommend to the district by:
 - Attending the Nassau Region PTA Arts in Education Showcase in the Spring
 - Reviewing the Nassau BOCES website regularly.
<https://www.nassauboces.org/artsined>
 - Exploring programs offered through libraries, museums, parks, colleges, LICM and other educational venues.
- Provide a written report to the district admin Coordinator for Arts and Music to plan the Arts in Education programs for the entire district.
- Communicate with the Executive Committee, including Directors, the scheduled Art in Education events to occur at each of the seven school buildings.
- Coordinate with the Communications Committee on promotion of all events, including sign-ups, website updates, email promotions, newsletter inclusion, Garden City News event recaps, etc. See [Communication Guidelines](#).

Beautification Committee

The Beautification Committee will serve as a central planning team for the seasonal beautification efforts that take place at every school in the Garden City district. Previously led school-by-school, this new central committee will streamline efforts and ensure consistent decor while maximizing our resources. If you have a green thumb and an eye for sustainable style, this is the committee for you!

Beautification Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Attend relevant region and state PTA workshops and trainings at PTA expense, if scheduled and approved.
- Develop, administer and facilitate the annual Beautification program across all schools, in partnership with School Directors and School-level Beautification Committee Members to ensure consistency between buildings.
- Promote the Beautification results at all buildings each season to parents, students and teachers through PTA Communication channels, working in partnership with Vice President Communications. See [Communication Guidelines](#).
- Oversee the Committee Representatives of all seven schools.

Beautification Committee Members shall:

- Each school shall have a Beautification lead organizer to help with decorating the schools for Fall, Winter and Spring. This lead organizer will:
 - Recruit and manage additional school-level volunteers to arrange for the decoration, working in partnership with Committee Chair(s)
 - Represent the committee at your building's PTA Meetings by attending PTA meetings: provide updates, address concerns parents may have, and promote committee events.

Career Resources Committee

A complement to the existing Parent University program, the new Career Resources Committee will host events during the year designed to build foundational skills our students will need outside of the K12 educational setting. Our inaugural programming will focus on student interview skills, as we seek to help our HS students prepare for college and job opportunities.

Career Resources Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Attend relevant region and state PTA workshops and trainings at PTA expense, if scheduled and approved.
- Develop, administer and facilitate the annual Career Resources program at the High School and Middle School, in partnership with School Directors, High School and Middle School administrators.

- Promote the programs, events and results to parents, students and teachers through PTA Communication channels, working in partnership with Vice President Communications. See [Communication Guidelines](#).

Career Resources Committee Members shall:

- Support the work of the Career Resources Chair(s), including execution support at High School and Middle School events.
- Represent the committee at your building’s PTA Meetings by attending PTA meetings: provide updates, address concerns parents may have, and promote committee events.

Communications Committee

The Communications Committee keeps our members and our community informed about PTA and school district events. This Committee's work creates a connection between the PTA and the community. Developing a strong and clear connection will help grow membership, foster values for the PTA’s mission and programs and strengthen the importance of community engagement in the education of children. This Committee's work includes all forms of media: print, photography, graphic design for print, e-communication, social media, and more. All committee members have access to the PTA Canva account and may be called upon to create flyers, graphics, logos or other materials for all seven schools and standing committees as needed.

There are many ways to get involved with this committee and at various levels and abilities. This Committee has a Chairperson (Vice President Communications) and a team of volunteers.

Vice President Communications is the Communications Committee Chair and shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Oversee and direct the work of the members of this committee. Volunteers are recruited for and assigned very distinct roles and responsibilities. Volunteers receive PTA email addresses and are listed on the Executive Board as non-voting members of the board.
 - **Website Coordinator** - manages the content and organization of the website (gardencitypta.org) in consultation with all Executive Board members, owns the technical programming aspects of the website, and is the main contact to the website host.
 - GoDaddy is the platform hosting our website.
 - Assigned email address: website@gardencitypta.org.
 - **Technology Coordinator** - manages all other technology platforms including Google for Education, Wufoo, EventBrite, Sign-Up Genius and Typeform. Working with the Vice President Communications, sorts the PTA District Family file for use in PTA Communications.
 - Assigned email address: technology@gardencitypta.org.
 - **Social Media Coordinator** - in partnership with the Vice President Communications, manages the creation, scheduling and posting of content across all social media platforms: (@gardencitypta on Facebook, Instagram, X)

- o The coordinator should be proactive in finding information relevant for communicating to the membership and community and can oversee a small team of volunteers assigned to this group as needed.
- o HootSuite is used to schedule media content across all platforms.
- o Assigned email address: socialmedia@gardencitypta.org
- **Publicity Coordinator** - in partnership with the Vice President Communications, manages the weekly submission of the PTA Page in the Garden City News and any PTA ads placed in publications such as the HS Yearbook.
 - o The coordinator should be proactive in finding information relevant for communicating to the membership and community.
 - o It is recommended that the PTA have a presence in the community newspapers weekly to:
 - ✓ Include weekly events and announcements relative to PTA
 - ✓ Highlight PTA accomplishments throughout the year
 - o Assigned email address: publicity@gardencitypta.org
- **To reach all members of the Communications Team.** Send communication requests, information, write-ups, images to communicationsrequests@gardencitypta.org.

Communications Team shall:

- Work collaboratively to carry out the Communications plan for the year.
- Manage the schedule of information across all communications channels.
- Work with all members of the Executive Committee and Executive Board to publish information that is relevant to members and consistent with PTA branding and image.
- Adhere to the [PTA Photo Use Policy](#).

Curriculum Committee

Detail in [Executive Committee Section](#).

Digital Citizenship Committee

Our mission is to raise awareness about the impact of electronic devices on mental health, guiding students and families to navigate the virtual world safely. Together, we aim to reduce screen time, both in class and at home, while encouraging more free play and real-life connections for a healthier, balanced future.

Digital Citizenship Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Attend relevant region and state PTA workshops and trainings at PTA expense, if scheduled and approved.
- Develop, administer and facilitate the annual Digital Citizenship program across all schools, in partnership with School Directors and School-level Digital Citizenship Committee Members.
- Promote the programs, events and results at all buildings to parents, students and teachers through PTA Communication channels, working in partnership with Vice President

Communications. See [Communication Guidelines](#).

- Oversee the Committee Representatives of all seven schools.

Digital Citizenship Committee Members shall:

- Support the work of the Digital Citizenship Chair(s), including execution support at school-level events and District-wide activities.
- Represent the committee at your building's PTA Meetings by attending PTA meetings: provide updates, address concerns parents may have, and promote committee events.

Health & Safety Committee

Caregivers, our schools, and our community are responsible for caring for the health and welfare of our youth. The Health & Safety Committee addresses health and safety issues related to students and families. The activities of the Health & Safety Committee are designed to educate and inform caregivers about the health needs of children and how to best meet those needs. The Health & Safety Committee works to see that programs are available to meet the needs of our members.

This Committee works closely with District and School Administrators, District Health & Safety Teams, the Legislation Committee and other community organizations This Committee has Committee Chairperson(s) and School Building Representatives.

Health & Safety Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Organize and present projects and programs on health, safety and environmental issues to the community.
- Become familiar with National PTA and NYS PTA positions that pertain to health, safety and environmental issues.
- Keep abreast of Health & Safety issues at the community, district, and school levels.
- Work closely with the Vice President Communications to provide Health & Safety news and information to members through PTA Communications Channels. See [Communication Guidelines](#).
- Oversee Health & Safety initiatives of the committee at each school to ensure the goals of the committee are achieved.
 - Coordinate a committee meeting in September to inform all the representatives about the committee, along with its goals for the year. Hold an end of the year wrap up meeting that should include recommendations for the upcoming year.
- Attend school district Health & Safety and Wellness meetings, generally held quarterly.
 - Provide notes from district meetings to Committee Representatives and to the Executive Committee.

Health & Safety Committee Members shall:

- Each school shall have a PTA Health & Safety lead, reporting up to the overall Committee Chair(s). These school-level leads will:

- Organize the activities of all school-level Health & Safety volunteers throughout the year
 - Activate the approved school-specific campaigns throughout the year (e.g., Drunk Driving and Red Ribbon Week at the High School)
 - For Middle School and High School, school-level lead will also coordinate the involvement of student support groups responsible for promoting campaigns such as Unity Day, Red Ribbon Week, PS I Love You Day, Bike Safety and Safe Driving campaigns.
 - Maintain the bulletin board in the school space with key information pertaining to Health & Safety campaigns throughout the year (with student support and involvement, where possible)
- Meet with the school nurses (as needed) to discuss outstanding health and safety issues.
 - Communicate with the student body on chosen Health & Safety campaigns (nutrition, staying healthy during flu seasons, exercise, sun safety, bike safety, etc.). Communication can happen in various methods - lawn signs outside school, cafeteria bulletin boards, etc.
 - Provide support for student Health & Safety programs planned by the District.
 - Provide support for PTA Health & Safety programs as determined at the beginning of the year planning meeting.
 - Become familiar with National and NYS PTA positions that pertain to health, safety and environmental issues.
 - Inform district Chairperson(s) of any health, safety and/or environmental concerns as well as addressing concerns of member units.
 - Communicate with other representatives to discuss issues of importance and concern.
 - Represent the committee at your building's PTA Meetings by attending PTA meetings: provide updates, address concerns parents may have, and promote committee events.

Legislation Committee

Detail in [Executive Committee Section](#). This Committee is also referred to as Advocacy on the PTA website.

Nominating Committee

Serving on a Nominating Committee is an exceptional opportunity for PTA members to have a voice in selecting Executive Committee members for the following school year. Executive Committee members volunteer their time and talents to help maintain PTA sponsored programs, enhance the educational experiences of children, promote family engagement, and advocate for every child.

The Nominating Committee consists of 13 total voting members, two of whom shall be elected by the Executive Board from its body:

- Two representatives each from: High School, Middle School, Stewart and Stratford schools (8 total)
- One representative each from: Hemlock, Homestead and Locust schools (3 total)
- Two members of the Executive Board selected and voted upon by the Executive Board
- One additional alternate (non-voting member) from the Executive Board, utilized if another

- voting member must drop out from the process
- The Executive Vice President who oversees the work of the Committee but is NOT a voting member and is not counted in the 13 member total above

School-level Nominating Committee members should not also be members of the Executive Board, unless no viable alternate volunteers can be identified at the school.

School-level Nominating Committee volunteers are elected by the General Membership at the Winter school-level or All Schools meetings, following the appropriate notification period.

The Executive Board nominates and votes on its own three members of the Nominating Committee; those selections are not voted on by the General Membership at any time.

The Nominating Committee shall:

- Be formed in the early Winter in enough time to ensure that all members of the Committee are identified and elected by the General Membership at a school PTA meeting prior to the Committee convening to review potential board candidates in February-April.
- Timing should also allow all Committee members to attend Nassau Region PTA's Nominations and Elections workshop prior to convening, if the session is offered.
- Have the Executive Vice President serve as interim Chairperson of this committee. (The committee may select an alternate Chairperson once the committee is in place, if they so choose.)
- The Chairperson shall make every effort to schedule the meeting at times most convenient to all.
- The Alternate, selected and voted on from amongst the Executive Board membership, is asked to join all meetings so that they are prepared to serve in a voting capacity if the need arises.
- The Nominating Committee shall identify at least one person to be nominated for each office to be filled – but is encouraged to identify more.
- Members of the Nominating Committee may be nominees for office without resigning from the committee. Any Nominating Committee member who is a nominee for an open position must leave deliberations for the discussion of their nominated role and may not vote on that position.
- Only those persons who have consented to serve if elected shall be deliberated upon by the Committee or elected to such office and serve two one-year consecutive terms.
- Provide a slate for the following positions, as needed on an annual basis:
 - President-Elect
 - Secretary
 - Treasurer
 - Executive Vice President
 - Vice President Legislation
 - Vice President Curriculum
 - Vice President Communications

- Seven School Directors: High School, Middle School, Stewart School, Stratford School, Hemlock School, Homestead School and Locust School.
- The new slate must be announced ten days prior to the General Membership meeting held in May, in alignment with vote notification protocols.
- The Nominating Committee shall present its report at the regular meeting of the unit in May at which time additional nominations may be made from the floor.
- Additional nominations may be made from the floor provided the written consent of the nominee has been secured and the Chair of the Nominating Committee has received notice at least two business days prior to the election meeting of the candidate's intention to run.
- Provided no nominations are made from the floor, the selections of the Nominating Committee will stand for the following year's Executive Committee and the slate shall be installed at the May All Schools meeting.

The Nominating Committee Chairperson shall:

- Obtain and distribute complete job descriptions for each open position to all members of the Committee.
- Promote open Executive Committee positions through PTA Communication Channels, in partnership with Vice President Communications. See [Communication Guidelines](#).
- Request and receive in writing, recommendations from any member via email, personal recommendations, Google Forms or other systems.
- Attend and encourage all members to attend the "Nominations and Elections" workshop presented by Nassau Region, if offered.
- Telephone each nominee for acceptance of their nomination, and to obtain a relevant biography and background information designed to inform the Committee's deliberation and voting efforts.
- If a nominee is not reachable, the Chairperson shall receive a vote of confidence from the Committee to try and reach the nominee for the unfilled position as soon as possible. If the nominee refuses the nomination, or a position remains unfilled after deliberations, the Committee may reconvene or they may present the incomplete slate to the voting body at which time nominations may be made from the floor.

The Nominating Committee Members

Care should be taken when electing the members of the Nominating Committee. The charge to this committee is a very serious one. Each Nominating Committee member should be prepared to nominate at least one viable candidate for each open position on which to deliberate when the committee convenes.

The Committee Members should:

- Include both experienced, ongoing leadership as well as newer members.
- Not serve two (2) consecutive years, unless no viable alternate members can be identified.
- Be elected on merit and ability—not on popularity.
- Be aware of the importance of their assignment.
- Have knowledge of PTA goals, purposes and programs.

- Have knowledge of potential nominees' qualifications and abilities.
- Give objective consideration to find the best-qualified leaders for the PTA.
- Be able to express ideas and to defend their convictions.
- Use sound judgment in evaluating possible nominees.
- Be tactful, have integrity and use discretion.
- Keep all deliberations confidential.

Special Notes:

- The Chair (Executive Vice President) and the Alternate are non-voting members of the Committee.
- All other Committee members are entitled to one vote per open position.
- All final votes are conducted via closed ballot (written ballots, if meetings are held in person; Google surveys/forms if meetings are virtual)
- All Committee members should be present for a vote to be conducted. If one member is missing the Alternate is approved to serve as a replacement. If more than one member is missing, the vote must be postponed.
- A simple majority of those casting votes is needed to win the nomination.
- Abstentions count with the majority. Abstentions cannot break a tie.

Parent University Committee

Parent University is an opportunity for parents and caregivers of children in grades Pre-K to 12 to participate in a series of in-person or virtual workshops facilitated by area professionals and district personnel. The free-to-parents workshops are selected by the PTA along with District Administration (i.e., Asst. Superintendent of Curriculum), to best reflect current topics and trends. It is an opportunity to sharpen parents' skills as we work together to raise healthy, well adjusted, and successful children. Studies prove that when communities, caregivers, and educators work together to create supportive and safe environments for children to grow and learn – they thrive. All residents are invited to attend this event.

Parent University Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Work closely with other committees, such as Digital Citizenship, and any other sponsoring organization, as applicable, to ensure the event's success.
- Create a plan of work for the school year - how many workshops will be offered at which times of the year and on what topics.
- Ensure that workshops planned benefit parents and caregivers of all grade levels
- Coordinate all aspects of the events including:
 - identifying topics and securing guest speakers,
 - preparing any registration forms and marketing materials with Communications assistance,
 - updating PTA website,
 - identifying presenters' requests and planning logistics with District Administration,

- coordinating any setup and cleanup needed for the events,
- sending out participant and presenter evaluation forms to gather feedback about the event.
- Maintain Parent University portion of PTA website
- Ensure all Parent University expenses incurred by the PTA (and other sponsoring organizations) are divided among the sponsoring organizations and PTA is reimbursed, if necessary.
- Promote Parent University through PTA Communication Channels. See [Communication Guidelines](#).

Pick A Reading Partner (PARP) Committee

Pick a Reading Partner (PARP) is a NYS PTA program designed to foster the love of reading. The primary goal of PARP is to promote childhood literacy by asking parents or caregivers to set aside time each day to read with their child. PARP encourages programs during the school year that support reading and participation of children, caregivers, teachers, administrators, school staff and the community by reinforcing the pursuit of reading for enjoyment. The committee works closely with Building Administration and teachers in our K-5 schools. This Committee has Committee Chairperson(s) and School Building Representatives.

PARP Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Attend PARP-related region and state PTA workshops and trainings at PTA expense, if scheduled and approved.
- Develop, administer and facilitate the annual PARP program, taking into consideration the NYS PTA PARP guidelines.
- Be the PTA liaison to the District Director of Literacy.
- Promote the PARP Program to parents, students and teachers through PTA Communication channels. See [Communication Guidelines](#).
- Support the execution of Primary/Elementary Scholastic Book Fair events, in partnership with District Administration (if activated by GCPS in a given year).
- Oversee the Committee Representatives of all seven schools.

PARP Committee Members shall:

- Represent the committee at your building's PTA Meetings by attending PTA meetings: provide updates, address concerns parents may have, and promote programs.

Reflections Committee

Reflections is a National PTA cultural arts program, designed to encourage students to express their thoughts and feelings through creative arts. The Reflection Committee coordinates the student entries into the PTA's Reflections Contest. This contest originates at the National PTA level, with a theme for each year's competition. Students submit entries in Literature, Photography, Visual Arts, Music, Dance, and Film to the Reflections Committee. The Reflections Committee, utilizing rules set forth by the National and State PTA, facilitates the judging of the

submissions. Selected winners from each category advance to the Nassau Region Level. Upon completion of the program at the Nassau Region and NYS PTA levels, Reflection Ceremonies are held throughout the District acknowledging the winners. This Committee has Committee Chairperson(s) and School Building Representatives.

Reflections Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Attend Reflections-related region and state PTA workshops and trainings at PTA expense, if scheduled and approved. This training typically takes place in August.
 - Encourage school Committee Representatives to attend as well. Alternatively, encourage them to take the National PTA Reflection eLearning Course.
 - Read Nassau Region Toolkit (along with NYS PTA and National Toolkits).
- Administer and facilitate the annual PTA Reflections contest throughout the district in accordance with National and NYS Reflections rules.
 - Register GCPTA with the National PTA Reflections Program in August.
- Serve as the liaison to Nassau Region PTA on all Reflections-related matters.
- Create an exclusive GCPTA Reflections Entry Form for participants adapted from the National/NYS PTA Entry Form.
 - Note DO NOT post National/NYS PTA Entry Form.
- Along with the President and President-Elect, develop a working calendar for the program.
- Along with the Vice President Communications/Website Coordinator, update the website with National PTA participant Rules and Instructions.
 - This should be completed as soon as available but before the start of school.
- Promote the Reflections Program to parents, students and teachers through PTA Communication channels, in partnership with the Communications Committee. Coordinate with District and School-Level Directors for promotion via approved School/Administration channels. See [Communication Guidelines](#).
 - Contact all principals with Reflections Program Information.
 - Contact District Curriculum Coordinator for Art and Music or educators with Reflections information related to: Film Production, Musical Composition, Photography, Visual Arts
 - Ask contest rules and information be shared with K-12 Art and Music Teachers.
 - Contact District Coordinator of Athletics or educators with Reflections Information related to Dance Choreography.
 - Ask contest rules and information be shared with advisors for Cheerleading, Kickline, and Dance Team Clubs.
 - Contact the District Coordinator of English or educators related to Literature.
 - Ask contest rules and information be shared with 6-12 English Teachers.
- Establish deadlines for the program based on prior year and Nassau Region PTA drop-off dates. Note this is subject to change:
 - Start / End dates for participants should be set along with the PTA Calendar in

- May/June.
 - o Include kickoff and deadline dates on the school calendar when possible.
 - Judging drop-off dates and deadlines.
- Secure Volunteer Judges for Each Category:
 - Must work in the field they are judging and cannot be associated with Garden City Schools or have school age children in the district.
 - o Exception: due to the difficulty securing judges in the Visual Category - GCPS Art Teachers can be used to judge blind submissions for students not currently enrolled in their school building.
 - Provide judges the necessary rules and judging criteria.
- Shepherd student entries through the process.
 - The process includes getting entries to a central point in Garden City where they will be judged and to get winning entries to the next level of advanced judging at the Nassau County PTA level.
 - Complete Nassau Region Order Form for buttons, pins, certificates on time.
 - Send winning entries to the region level of judging
 - Contact winning students - this is done immediately at the completion of each phase of the competition: Local, Region, States, Nationals. Contacting students can be done by Committee Representatives or Building Directors.
 - Return artwork to students along with Participation Award Certificates. This is done by Committee Representatives.
- Announce student achievements along the entire program in all PTA Communication Channels:
 - Winners at GC Level - be sure to acknowledge all participants who entered by stating the number of entries received by school
 - Winners at the Nassau Region Level
 - Winners at the NYS PTA Level of the competition: Work with the President to get students at this level recognized by the Board of Education in June.
 - Winners at the National Level: Work with the President to get students at this level recognized by the Board of Education in June.
- Oversee the Committee Representatives of all seven schools.
 - Oversee the online Student Entry Form submission process - this is done by committee representatives in shared Google Docs
- Along with Directors and Committee Representatives, plan a Reflections ceremony honoring all volunteers and students who participated, to be held in later winter/early spring each year.
 - Prepare programs. Take particular care proofreading student names.
 - The date for this event should be set in the spring during the review of the district calendar, if at all possible. The event will most often be held in the High School or Middle School Auditorium due to the Music, Dance and Film presentation requirements.

Reflections Committee Members shall:

- Communicate the initial announcement about the Reflections contest to everyone in their respective school and set up a box where entries may be deposited prior to the deadline.
- Once the deadline arrives, verify that each entry meets the criteria in the PTA Reflections rules, and that each entry is properly labeled with the official submission form. If not, contact the student and rectify before delivering to the District Chair.
- Log the entries for their school to a shared Google Doc and get the entries to the District Chair for judging.
- Return any non-winners to the school and retain winning entries for the Awards Ceremony where they will be displayed.
- Along with Chairs and Directors, coordinate Reflections Awards Ceremonies.
- Return all winning entries to participants after the awards ceremonies.
- Represent the committee at your building's PTA Meetings by attending PTA meetings: provide updates, address concerns parents may have, and promote committee events.

Spirit Week Committee

Spirit Week activities engage and involve all district families and the community to participate in the excitement of Homecoming. This Committee works directly with School and District Administration to help organize and assist with Spirit Week activities. This Committee has a Committee Chairperson or Chairpersons and School Building Representatives.

Approved Spirit Committee Programs include:

- Coordination of Homecoming Spirit Week themed events in the schools, including HS student appearances at Primary Schools, communication around dress-up day themes, etc.
- Design and coordination of annual Spirit Day t-shirt sales (Note: the t-shirt sales are not a fundraiser and should be sold to families at cost)
- Spirit Week Poster Contest for Elementary School students
- Homecoming Parade cross-District float coordination and logistical planning
 - Decisions made annually regarding the number and presence of PTA and School-Level PTA coordinated floats are at the discretion of the Committee

Spirit Week Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Organize a group meeting with Directors and their Spirit Week Committee representatives to review tasks and timeline of events set by building principals.
- Oversee Spirit Week Committee Representatives at each of the seven schools.
- Coordinate the ordering and distribution of Spirit Day T-Shirts through a vendor website.
- Represent the PTA by participating in Homecoming Parade and Game Day activities.

Historically this has included activities such as:

- Organizing a PTA float based on theme,
- Assisting with High School floats as necessary,
- Participating in Viewing Spots along parade route, and
- Organizing PTA designated tables at Homecoming to sell Sportswear or facilitate

games.)

- In addition to supplying the volunteers for Spirit Week school activities stated above, the PTA has sponsored a Spirit Day Poster Contest at the elementary schools.
 - Promote the Spirit Day Poster Contest through PTA Communication channels. See [Communication Guidelines](#).

Spirit Week Committee Members shall:

- Help with t-shirt orders and distribution
- Support promotion of the Grades 2-5 Poster Contest (Elementary school reps)
 - Advertise the poster contest
 - Help judge the poster contest along with the Director.
 - Help display all entries in auditorium for pep rally
 - Ask businesses on 7th Street to display winning entries for Homecoming parade (e.g., at entrance to football stadium, on 7th Street in business windows, or other agreed location)
- Represent the Committee at your building’s PTA Meetings to provide updates and promote the event.

Staff Appreciation Committee

Teachers play a key role in student success and sometimes a simple “thank you” is all a teacher needs to feel valued. Since 1984, National PTA has designated the first week in May as a special time to honor the men and women who lend their passion and skills to educating our children. The GCPTA provides an opportunity for our school community to participate in a small celebration of thanks to those who educate and care for our children.

In early spring, the PTA and parents host a Staff Appreciation Luncheon in each of our seven school buildings. The school Staff Appreciation Committees and the Staff Appreciation Chairperson plan and organize all aspects of these events. Staff appreciation luncheons provide all school families the opportunity to participate in these celebrations through convenient online sign-up tools. This Committee works directly with the Staff Appreciation Chairperson and School PTA Director.

This committee offers a great opportunity for someone who would like to be involved but has limited time to commit. This Committee has a Committee Chairperson and School Building Representatives.

Staff Appreciation Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Determine the dates for each year’s events.
 - Staff Appreciation dates are determined during the district calendar process in the Spring.
 - Staff Appreciation dates should be updated on the PTA website and communicated to all Directors.

- Select the Staff Appreciation theme, caterer and plan the menus and decor for each of the school buildings.
 - Arrange that the caterer can accept parent payments for food directly; PTA shall not directly collect money for this event.
 - PTA will provide in its annual budget a small Staff Appreciation contingencies fund for **necessary** event items not donated by school families.
- Provide Vice President Communications updates to the PTA Website, as needed.
- Organize a group meeting with Directors and their Staff Appreciation Committee representatives in February. At this meeting:
 - Obtain from Directors and Building Representatives the personnel headcount for each school building to properly plan the menu.
 - Communicate the menu to all building representatives.
 - Provide the PTA Staff Appreciation Guidelines and Sign-Up Genius Instructions to all Directors and Building Representatives - see [Directors' Handbook](#).
- Along with the Directors, oversee the Staff Appreciation representatives at each of the seven schools.
- Work with Vice President Communications on any needed promotional materials, including parent donation/sign-up requests, teacher notifications and more. Review all communications, including all completed Sign-Up Genius.
 - Promote the Staff Appreciation Luncheons and Sign-Up Genius through PTA Communication channels. See [Communication Guidelines](#).
- Confirm the PTA President has sent an invitation to Central Administration for all seven Staff Appreciation dates.

School Director and/or Staff Appreciation Committee Members shall:

- Read Staff Appreciation Guidelines and Sign-Up Genius Instructions.
- Plan all aspects of the event, oversee committee volunteers, advertise for parent donations, setup, decorate, and cleanup using Sign-Up Genius.
 - Finalize the Sign-Up Genius and obtain Director and Chair approval.
- Get building principal approval of any communications sent home with students for special messages / decorations for the event.
- Represent the Committee at your building's PTA Meetings to provide updates and promote the event.

Ways & Means Committees

These are committees established to raise funds for PTA purposes. See [Ways & Means Guidelines included in Exhibit III](#).

In addition to the approved and defined annual fundraising activities outlined below, the GCPTA is permitted to test new approaches to fundraising each year. This may include limited trials in partnership with new vendors, local business partners or otherwise. These initiatives should be carefully designed to not overwhelm families or "cannibalize" other efforts, while still learning about new ways in which members may choose to support the PTA. If a trial proves successful

through strong General Membership response and fundraising results, it may be voted upon by the Executive Committee and added as an official Ways & Means Committee going forward.

Annual PTA Sponsorships Committee

The Annual Sponsorships Chairperson oversees the solicitation of Garden City businesses for the purposes of supporting the GCPTA year-round. This program adheres to the annual sponsorships tiers and benefits system established by the Executive Committee annually and promoted on the [GCPTA website](#).

- If desired, the Chairperson may recruit additional members to serve as a Committee in order to spread solicitation outreach across more volunteers.

The Chairperson shall:

- Support the President, President-Elect and Treasurer in development of the annual budget by providing realistic fundraising targets for the committee during the spring and fall budgeting process
 - Review the results of the annual sponsorships program for prior year(s) to help inform budget expectations
- Work with the President, President-Elect and Vice President Communications to review the annual sponsor benefits package for areas to improve or modify by September 1 each year.
 - Coordinate with Vice President Communications to promote most up-to-date benefits package in appropriate communications channels throughout the year
- Create a list of all target businesses to approach, including former sponsors and new prospective partners; create a plan for outreach by the Chairperson (and other volunteers, if desired).
- Communicate with the President, Treasurer and Vice President Communications on a timely basis regarding any secured sponsors to ensure tracking of payments and activation of benefits
- Coordinate with Dinner Chairperson(s) to ensure we approach annual sponsors appropriately for additional Dinner support and deliver required sponsor benefits during the event.
- Coordinate with Vice President Communications ongoing for activation of sponsor benefits and relay details to sponsor as appropriate (e.g., screenshots of social posts, photos of materials at PTA events, etc.)

Dinner Committee

The Dinner Committee hosts a spectacular fundraiser each year with our annual Dinner Event held in the spring. The Dinner is our largest fundraiser of the year. There are many ways to get involved with this event and at various levels. Flexible volunteer and nighttime opportunities are available for this event. This Committee has Committee Chairperson(s) and School Building Representatives.

Dinner Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Organize all aspects of dinner

- Select a venue and date for the event. This is generally completed by April for the following year and includes:
 - President to sign the contract with the venue and Treasurer to make the initial deposit
- Select a theme. The theme may correspond with the National Reflections theme but is not required to do so.
- Select a menu.
- Select the venue decorations and table arrangements.
- Secure all suppliers for the event.
- Secure the entertainment: DJ or Band
- Arrange for pictures of the evening.
- Coordinate with the High School band teachers for cocktail hour performance time by the Jazz Band, if desired.
- Coordinate with the President and President-Elect for the selection of Honorees at the event, and decisions on how, when and where awards will be presented.
- Act as hosts of the event along with the President.
- Develop a Financial Plan for the Event
 - Prepare a written budget, including all revenue sources and expenses to achieve the revenue goals set for this fundraiser.
 - Submit a summary of the event and the budget to the Executive Committee for approval.
 - Work directly with the Treasurer to ensure the proper recognition of all revenues (reservations, sponsorships, donations and raffle prizes) and expenses, including:
 - Timely deposits of checks and cash received and payments to vendors.
 - Maintain detailed records of all donors and donations, including non-monetary donations and their respective fair market value.
 - Arrange for start-up cash from the Treasurer.
 - Arrange for the evening's required payments in advance: catering hall, gratuities, and entertainment.
- Promote the Dinner to parents, teachers, and community through PTA Communication channels. See [Communication Guidelines](#).
 - Coordinate with Vice President Communications on event theme and branding/color palette for the year; such decisions will be carried through in development of all advertisements, flyers, the event logo, etc.
 - Coordinate with the Vice President Communications on promotion for all aspects of the event, including ticket sales, raffle donations and silent auction donations/participation.
 - Signage and night-of printing.
- Donations and Sponsors
 - Solicit event donations and sponsors through PTA Communication Channels: newsletter, social media, PTA meetings, local print, and backpack flyers in accordance with PTA Communication Guidelines.
 - Working with the Technology Coordinator, updating the Donation Form.

- o Working with the Vice President Communications update paper Donation Form to mirror online form
- Plan and organize the raffle prize gift-wrapping event.
- Design and coordinate the evenings program.
- Prepare and send receipt letters in the form of Thank You Letters to all donors, as required by unit Bylaws. To be mailed by June 1st.
- Prepare the post-event Thank You recap article for the local newspaper to be printed within 30 days of the event. Submit drafted article text to Vice President Communications for final submission to the newspaper editorial team.
- Ticket Sales Leading Up to the Evening
 - Update online Ticket Form that include dinner tickets, Grand Raffle and Basket Ticket sales.
 - Working with the President of the GCTA, encourage all teachers to purchase tickets online. Obtain a list of Guests of the GCTA along with payment.
 - Working with the Treasurer of the Administrator Union, obtain list of Administrator Guests along with Payment
 - Working with the Co-Presidents of SEPTA, obtain lists of Guests of SEPTA along with Payment.
 - Working with the President of the PTA, obtain lists of Guests of PTA. Guests of the PTA are gratis.
 - Reconcile all Dinner Ticket Sales and Advance Raffle Prize Sales with the Treasurer before the evening of the event.
- Ticket Sales Night-Of
 - Working with the Treasurer setup procedures for Square Sales (credit card processing) and cash/check sales of Grand Raffles, Raffle Tickets, and Balloon Pop
- Honorary Life Member Honorees and Invited Guests of the PTA
 - Send invitations to school district personnel, members of the Board of Education, and PTA Honorary Life Award Recipients.
- Student Performance
 - Work with the District Coordinator of Art/Music and High School Band Director to arrange for the High School Jazz Ensemble to perform during the Cocktail Hour.
- Volunteers
 - Oversee the Dinner Committee Representatives
 - Organize volunteers for the evening's event; including set-up, raffle sales, and cleanup
 - Coordinate with High School advisors for student volunteers.
 - o Communicate directly with the students of what is expected and where to be; have community service letters ready for the evening.

Dinner Committee Members shall:

- Help plan and execute the event.
- Assist with raffle efforts including, but not limited to, mailing, soliciting of prizes, wrapping baskets, follow-up, and Thank You letters.

- Day of Event: helps with decorating the venue, stuffing "gift" bags, selling raffle tickets, working balloon pop, etc.
- Helping with cleanup after the event.
- Represent the Committee at your building's PTA Meetings to provide updates and promote the event.

Membership Committee

Every voice, every member matters when it comes to supporting public education. The more members we have, the stronger we are, and the more influence we have on decisions involving the welfare and education of our children.

The Membership Committee develops the annual campaign and calendar of activities to encourage PTA membership to all parents, teacher/staff and community members. The Committee works with the Communications Committee to design and disseminate all publications and promotional materials to aid in recruiting and retaining members. The Committee is also responsible for member sign-up, collecting payment, and maintaining the membership database via the PTA's preferred platform of GiveBacks.

Our annual membership drive is also a significant fundraiser and offers flexible volunteer and nighttime opportunities. This committee has Committee Chairperson(s) and a team of volunteers.

As stated in the introduction, our PTA is a centralized PTA; therefore, membership dues are district wide. The cost of a membership is outlined in the unit's bylaws. Units are required to pay a portion of the membership to both National and NYS PTA for every member who joins our unit, thereby automatically adding our members to the rolls of both higher-order parent organizations.

Membership Chair shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Encourage all parents, families, employees of the district, and community members to join PTA annually. The Member Drive begins in July and ends May.
 - In partnership with the Communications Committee, recruit members through district wide mailings, e-communication, social media, New Registering Family Packets, Back to School Nights, PTA meetings and community events. See [Communication Guidelines](#).
 - Coordinate with SEPTA efforts to assist with both membership drives during BTSN.
 - Work with the selected printing service to coordinate the printing of flyers and cards for BTSN and general PTA marketing.
 - Work with School directors regarding distribution of PTA flyers and cards
 - Conduct Membership Drive throughout the year.
 - Target all non-members (i.e., volunteers on the Executive Board, school committees, class moms, etc. who have not officially joined) in October and November. School

Directors will provide lists of those people for each school and the Membership Chair is responsible to check membership and report back to School Directors for those who are not members and follow up with them.

- Use a number generator to randomly generate the winner for the early bird membership incentive prize; work with the Treasurer to ensure they get the \$100 gift card offered.
- Maintain the PTA Membership Database
 - Enter PTA memberships received online and from the GCTA (Teachers) and GCAA (Administrators) to the membership database.
 - Maintaining the database is critical to the function of this committee.
- Responsibilities related to NYS PTA Portal (Member Hub)
 - PTA memberships collected locally must be uploaded to NYS PTA Member Portal.
- Work with the Treasurer to ensure that all Memberships are recorded and reporting to NYS PTA is completed in a timely manner.
 - Reconcile all dues received to membership cards issued.
 - Ensure payment to NYS/National PTA is made in accordance with the state payment schedule.
 - According to state PTA bylaws, the payment of dues shall constitute membership and immediately entitle an individual to participate and vote in regular and special meetings of the unit.
- Communicate list of PTA Members and Non-Members to:
 - Directors specific to their school (see above for details)
 - Provide Chairs of Standing Committees updated membership lists as requested.

Photography Committee

The Photography Committee organizes the photo days for our K-8 students. This team of volunteers help out on school photo days and act as the liaison between the parents, schools and the outside photo company. This Committee has Committee Chairperson(s) and School Building Representatives.

Photography Chair(s) shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Be the main contact between the buildings and the photography company for all issues or scheduling conflicts that may occur.
- Promote the Photography Event, including retake days, to parents through PTA Communication channels. See [Communication Guidelines](#).
 - Be sure all photo information is included in Summer Mailings to Kindergarteners and Back to School Messages for the first day of school.
 - Monitor the direct solicitation of district families by the photo company. Be careful to limit the number of emails after families have ordered their photos.
- Oversee the representatives at each of the seven schools.
 - Organize and conduct a meeting in early September with the school representatives and directors.

- School representatives staff all schools on photo day (if necessary) and act as liaisons between parents, schools, and the photo company.
- In December or January
 - Meet with the photo company at the end of the program debrief and offer suggestions for changes or improvement.
 - Follow up with the Company to ensure rebate check(s) are received and supporting details of packages ordered by school are given to the Treasurer.
- Planning for following school year:
 - Work with the President and President-Elect to negotiate the terms of the photo contract with the photo company.
 - Detail all GC requirements as a written attachment to the standard photo contract.
 - As soon as the contract is signed, work with the photo company, directors, and principals to select photo dates for the following school year.
 - Communicate photo dates to the Executive Committee once approved.
 - Work with the Vice President Communications and Website Coordinator to update the website with the photo dates after the PTA Calendar Meeting but before the start of school.
 - Work with the Vice President Communications, the district Director of Educational Technology, and the photo company to establish the timeline for the release of student data information to the photo company. Note: The photo company must comply with the district student privacy requirements and protocol.
 - High School Freshmen: one week before the Freshmen Orientation
 - High School Underclassmen (10/11): same time as Freshmen or when the HS portal opens.
 - All other schools after the start of school.

Photography Committee Members shall:

- Staff schools on photo day and act as liaison with parents.
- Coordinate with the Vice President Communication, School Director, Grade Reps and others (as needed) to ensure parents understand the photo dates, procedures for ordering and paying for photographs, retake timing, etc.
- Represent the Committee at your building's PTA Meetings: give updates, address concerns parents may have, and promote committee events.

School Supplies Committee

The School Supplies Committee organizes this convenient, one-stop shopping event that offers school and grade-specific required supplies to school families. The Committee works to ensure the best quality and pricing of the products offered. This Committee has a Chairperson(s) and volunteers for School Supply Pick Up Day in June.

School Supplies Chair(s) shall:

- Read and review the following sections of this document: [Executive Board, Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).

- In September, follow up with the Vendor to ensure rebate check(s) from the prior school year's sales are received and given to the Treasurer for deposit.
 - Note that there are two checks: one for the original sale and one for packs sold on the day of pickup.
 - Sometimes checks are mailed to the Middle School instead of the PTA Mailing Address: 56 Cathedral Avenue.
 - Obtain from the vendor all necessary reports, reconciling packs ordered by building and by grade to the rebate check(s) received.
 - This report should be obtained in the spring when the portal has closed and all orders are processed, then compared to the payments in September.
- In the Fall
 - Review the School Supply Lists with building principals and teachers to create building and grade specific lists for all K-8. School Supply Lists should be updated by the schools no later than the end of November.
 - Special note: supply packs should be starter packs for students to start the school year and should be a reasonable cost to parents. Investigate expensive items requested and discuss with the building principals options to reduce the cost of the packs.
 - Meet with the school supplies vendor to negotiate the terms of the contract including costs and quality of the school supply packs and the profit per pack.
 - Review the contract with the President, President-Elect.
 - The President will sign the contract.
- Promote the School Supplies Event to parents, including Ship to Home option in late June for new students; work in partnership with Vice President Communications for access to all relevant GCPTA Communication channels. See [Communication Guidelines](#).
 - Advertise to all incoming Kindergarten families at K Registration/Orientation.
- Work with the President to determine the start and end dates for the event for the following school year.
 - Work with the Website Coordinator to update the website when sale details are available; until specifics are available the site should be maintained with "Coming Soon" messaging.
- Organize all aspects of school supply pick-up day including: staffing, supplies, middle school cafeteria set-up, and advertising.
 - Submit all committee expenses on Expense Remittance Forms to the Treasurer the Monday after pickup given the PTA's end of year budget close process.

Sportswear Committee

The Sportswear Committee selects, sells, and promotes Garden City sportswear and related Garden City merchandise. Orders are taken primarily online; however, there is always a selection of cash and carry merchandise on hand at school events.

This Committee has Committee Chairperson(s) and School Building Representatives and offers flexible volunteer and nighttime opportunities.

The Sportswear Chair shall:

- Read and review the following sections of this document: [Executive Board](#), [Committee Chairpersons](#), [Procedures Folder](#), [Google for Education](#), and [Committee Representatives](#).
- Determine with the President and President-Elect the calendar dates for sale kick-off and deadlines and pickup for both Fall and Spring.
- In June or before:
 - Meet with the President, President-Elect, Treasurer and Vice President Communications to discuss budget, inventory selections, pricing, order sheet and planned advertising.
 - The President will obtain approval from the full Executive Committee for budget or changes in Sportswear approach.
 - Select a list of Sportswear Inventory for the following Fall Sale, in accordance with the committee suggested guidelines.
 - Sportswear guidelines give parameters and suggestions for the selection of inventory based on two factors 1) the history of past sales and 2) gross margin goals (including the impact of the online store transaction fees).
 - Working with approved outside vendors, obtain samples and set up the online store.
 - Prepare a schedule detailing item, cost, retail price and assumed profit for all ordered inventory and Cash & Carry inventory. Note: all Cash & Carry items MUST be available for order as well to reduce the risk of unsold inventory.
 - Determine the amount of up-front financial investment for samples and the purchase of Cash & Carry inventory.
- In mid-July, finalize items in enough time for printing and/or screening of logos.
 - Finalize Sales Forms and Advertising flyers will be sent home in backpacks in early September.
 - Order Cash & Carry items.
- In August, meet with committee representatives to introduce the inventory, decide on pricing, outline their responsibilities, and obtain sign-ups for all Sportswear sales.
 - Oversee the Committee Representatives.
 - Keep committee representatives and Executive Committee informed of progress throughout the program.
- Promote the sales events to parents, teachers, and community members through PTA Communication channels. See [Communication Guidelines](#).
 - Contact Directors to secure sales areas at all Back to School Nights.
 - Prepare volunteer sign-up sheets for all sale events. Contact and remind volunteers before each event.
 - Verify the Executive Vice President has obtained the GC Village Permit for events held at any village/community properties, if planned. Additional permits required for sale events planned at school locations after school hours (i.e., Sportswear pick-up events in fall and spring).
- Working with the Treasurer, prepare sales procedures, sales forms, and inventory control sheets. All monies collected must be deposited immediately. Track inventory, sales, orders and monies after each sales event.

- Receive count and inspect all inventory ordered as it arrives.
- Maintain and house all cash and carry inventories.

Sportswear Committee Members shall:

- Attend an introductory meeting in August/early September.
- Be familiar with the inventory, pricing and sales procedures.
- Sign-up for at least two sales events and Sportswear pick-up day.
- Must assist with the set-up and cleanup at all assigned sales events.
- Assist whenever and however possible to make the sales events a great success.
- Inform Chairs if you are not able to attend your assigned event. You must find a replacement.
- Represent the committee at your building's PTA Meetings by attending PTA meetings: give updates, address concerns parents may have, and promote committee events.

Special Committees

Special or ad hoc committees are formed to accomplish specific objectives. Their existence stems from a new or current concern or project the PTA is facing. The Executive Committee may form a special or ad hoc committee to consider or handle a single subject. When the project is resolved, the information is gathered, or the project is completed, the committee will disband. The life of the special or ad hoc committee may be no longer than a few days or may span a considerable period of time, according to the nature and complexity of the situation.

Audit Committee

The Audit Committee shall certify the accuracy of the books and records of the PTA and to assure the membership that the PTA's resources and funds are being managed in a business-like manner within the procedures established.

- The Audit Committee shall consist of no less than three members of the Executive Board who are not check signers for the PTA, and two alternate members in the event one of the first three can't attend.
 - The Vice President Legislation shall always be one of the Audit Committee members and shall serve as its Chairperson
 - The Treasurer, President, and President-Elect can never serve as part of the Audit Committee because they are authorized check signers.
- Members of the Audit Committee shall be appointed at least two weeks prior to the first general PTA meeting of the school year.
- The Chairperson shall be the Vice President Legislation.
- All books must be audited monthly. In addition, an audit shall also be performed in accordance with NYS guidelines.
 - Mid-year (January) and annually at the closing of the fiscal year (June 30th).
 - When any authorized check signer is added or deleted on any bank account.
 - Whenever the Treasurer position is changed or at any time deemed necessary.
- The Treasurer shall provide the following:
 - A copy of the annual report and the IRS Forms: 990 EZ.
 - A copy of the last audit report bank reconciliations, bank statements, and general ledgers.

- Bank statements and deposit receipts and Remittance Forms
- Treasurer's ledger book
- Vouchers and/or invoices of bills paid and expense reimbursement forms.
- All financial reports for the period being audited.
- Minutes that would include an adopted budget and/or any amendments that were approved during the year.
- Any other information requested by the Audit Committee.
- If satisfied that the Treasurer's accounts are correct, the Committee Chair and its members sign a statement to that fact, to be presented for adoption by the voting membership at the first general meeting of the school year complete with the signatures of the Chairperson and Committee members and added to the minutes.

The Chairperson shall:

- Shall be the Vice President Legislation.
- Perform all duties as outlined in the [Committee Chairpersons section](#) and become familiar with the Committees section of the Bylaws as it may pertain to this Committee.
- Be familiar with NYS and National PTA Guidelines related to PTA finances.

Budget Committee

PTA Budget Explained

Fundraising is not the primary function of PTA. When we fundraise, we do so:

- to fulfill our mission.
- to foster a strong sense of community.
- to provide enrichment activities for children and families.
- to enhance the educational, social and emotional experience for children.

The PTA Executive Board will determine the PTA's goals for the next school year. As part of this process, a financial plan (budget) is created.

The budget:

- is prepared in advance of the school year in June (preliminary budget) to allow for spending over the summer months and revised again in October/November (final budget) when the new membership is in place,
- allocates all anticipated net proceeds generated from annual PTA fundraisers: Membership, Dinner, Sportswear, School Supplies, Photography, and Annual Sponsorships
- may allow for a carry forward of funds from the prior year.
 - From time to time, fundraisers performed better than planned or programs costs were lower than anticipated and excess funds exist at the end of year. **These funds can either be carried forward to the next year** (only if an identified purpose exists at the time the final budget is approved by membership) **or transferred to the PTA Executive Grant Account.**

- has three parts: net revenues from fundraising, unit expenditures, and program expenditures,
- should be fair and equitable across all schools and students to the fullest extent possible
- should be in balance with revenues equaling expenditures.

All PTA expenses (unit and program) should:

- adhere to our mission statement,
- meet guidelines for a 501(c)(3),
- be approved (by the ratification of budget) by the Executive Committee, Executive Board, and membership.

PTA programs are planned events to serve children, parents, and the community.

- GCPTA programs, like the First Grade Cultural Trip and PTA-SEPTA High School Awards to graduating seniors.
- National PTA program, such as Reflections and PARP.
- Other programs exist based on the needs identified by our unit: parent and student education, health & safety initiatives, and advocacy efforts.
- All remaining anticipated net fundraising dollars are allocated to each of our seven school buildings to be used to enrich the educational, social and emotional experience of students in the upcoming.
 - Directors, along with their principals, should have a planned use for these funds by the time the final budget is approved in the fall.

Cash Reserves and Start-up Cash

The emergency reserve fund is considered an integral part of each PTA's planning and budgeting process. The emergency reserve fund is intended to serve as a means to retain financial stability in the event of an unforeseen development such as unplanned expenses arising from a project or an unexpected increase in inflation. NYS PTA states a healthy reserve is between one-half to one year's average expenditures.

- The Executive Committee has set the cash reserve at \$20,000 plus start-up cash for each of our fundraisers requiring funds in advance of sales.

The **Budget Committee** shall develop an outline of estimated income and expenses with explanations of the kinds of PTA programs expected to be carried out and how much needs to be raised to carry out those programs. A budget must be in place, at all times, for expenditures to be made and fundraisers to be conducted. Therefore a preliminary budget for the upcoming year is presented to membership in May at the Annual Meeting or at a PTA Meeting before the end of the school year. This budget, if approved, will remain in place throughout the summer allowing for expenditures to be made. An amended budget will be presented after the start of school and after the current membership is in place. (The membership drive is substantially complete after back-to-school nights are over.)

The **Budget Committee**, if deemed necessary, shall be appointed by the Executive Committee

and should include:

- President
- President-Elect
- Treasurer
- and at least one other Executive Committee member who has an understanding of the financial needs of the PTA.

The Chairperson shall be the current Treasurer and shall:

- Perform all duties as outlined in the [Committee Chairpersons section](#) and become familiar with the Committee section of the bylaws as it may pertain to this Committee.
- Study the previous year's budget and financial reports to determine how that budget met the unit's needs.
- Receive all budget requests from the Executive Committee and Committee Chairpersons.
- Estimate probable income from all sources as well as estimated proceeds from each approved fundraiser.
- Draft a preliminary budget based on previous year's budget.
- Present the budget to the Executive Committee and Executive Board for review and approval prior to the annual meeting (May).
- Present item by item and allow time for discussion and amendment of each item.
- Submit an annual report at the annual meeting in May with a copy to the Secretary.
- The Treasurer will present the Preliminary Annual Budget for the following school year to the General Membership to be approved in May, enabling the association to carry on its program during the summer and prior to the start of membership enrollment in the fall.
 - The final operating budget, adjusted for any changes to estimated figures over the months since May, must be presented to the membership in the fall for approval (typically at the October All Schools meeting).
- Submit Procedure folder to Executive Vice President within days of the All Schools meeting in May, or immediately upon resignation as Chairperson.

Bylaws Committee

The Bylaws Committee shall review and amend the bylaws of the unit to conform to New York State and National PTA Bylaws and the changing needs of the GCPTA. The Chair of this special committee is the Executive Vice President.

The Chairperson shall:

- Perform all duties as outlined in the [Committee Chairpersons section](#) and become familiar with Committees and Amendments section of the Bylaws as they may pertain to this Committee.
- Attend Region and/or State Bylaws workshops.
- Receive and review New York State PTA Resource for amending Unit Bylaws.

The Committee shall:

- Consist of Chair and two other members of the Executive Committee.
- Possess a copy of the current bylaws and review them to ensure that they conform to the

needs of the unit.

- Gather written recommendations from units during the year in which the Bylaws are to be renewed.
- Submit, in writing, recommendations to the Executive Committee for approval prior to approval by the General Membership.
- Revise the bylaws according to the methods prescribed in the Bylaws and NYS guidelines.
- Submit an annual report at the annual meeting in May with a copy to the President and President-Elect. Submit Procedure folder to President within 30 days of the annual meeting in May or immediately upon resignation as Chairperson.

Grant Committee

The Grant Committee is a sub-committee of the Executive Committee, to be convened if needed. This committee will serve to identify the use of PTA funds in the form of grants to GCPS.

The Grant Committee should consist of, at the minimum, the President, President-Elect, Treasurer, and representatives from the primary (1), elementary (1), Middle School (1) and High School (1). The Treasurer shall serve as Chairperson of this committee.

The Committee shall work with Superintendent, Administrators, building Principals, to identify a feasible use for additional funds that may arise from actual net revenues exceeding budget in a given year or over a series of years.

Grant Account

Monies in the PTA Executive Grant are made available to the unit and school district throughout the upcoming year. Monies are available across the entire district and are not allocated to a specific school.

PTA Executive Grant Account funds may be requested by:

- District Administration for a specific purpose or
- or Executive Committee for a specific purpose
 - If requested by a member of the Executive Committee and the expenditure will be paid by the PTA, a formal grant request and approval from the Board of Education is not necessary. Since the expenditure was not approved as part of the annual budget process – approval must be obtained by membership.

Requests for funds from the Executive Grant Account must meet the same criteria and follow the *same approval process as our annual budget* and must:

- adhere to our mission statement,
- meet the guidelines for a 501(c)(3),
- be approved by Executive Committee, Executive Board, and membership, and
- be accepted by the Board of Education if deemed a grant to the district.

PTA Grants

Grant Guidelines our outlined on the [website](#) and below:

A grant is a gift of funds to the school district for a specific purpose.

A grant automatically occurs when:

- the gift of funds is for the purchase equipment or
- the PTA makes a payment directly to the District.

Note: All payments to the school district must be accepted by the Board of Education

NYS PTA Position on Grants

If a unit feels there is a specific need in their school, approach the principal and Site-Based team first, and encourage them to include this item in the individual school building budget or school district budget. It is NOT recommended, but if a unit chooses to donate a gift or money to their school, it should be supportive of school programs and educational needs. The gift must be approved by a unit's General Membership and donated to the school district's board of education. The board of education has to approve the receipt of the gift, and the PTA should receive written verification of the school board's acceptance of the gift. Upon the board's acceptance of said gift, the PTA relinquishes all control.

A grant should:

- fulfill the PTA's mission,
- foster a strong sense of community,
- provide enrichment activities for children and families,
- enhance the educational or social and emotional experience for children,
- be supportive of school programs and educational needs,
- have the support of School Administration,
- have the support of the Executive Committee, Executive Board, and membership of the PTA, and
- have the approval of the Board of Education when payment is made directly to the school district.

A grant should not:

- be something that would ordinarily be included in the annual school budget,
- assume PTA is a provider of services, supplies or equipment for schools, even during times of financial strain, or
- set expectations for PTA to maintain the underlying program or asset in subsequent years.

Apply for a Grant

Grant requests can be made by members of the school district to the Executive Committee either in writing or through the use of the Wufoo Form: bit.ly/GCPTAGrants available on the website.

A grant request should provide enough information to help the PTA determine if the request is an appropriate use of PTA funds. The grant request should include, but not be limited to, the

following information:

- Description of what the funds will be used for: the purchase of equipment, student or parent speakers, or program.
- Goals and objectives of the grant and its relationship to students, student life, curriculum - education, caregivers, or the school community.
- Sufficient support for the cost of the grant should be provided. Many grant requests are paid directly by the district and reimbursed by PTA. Therefore, the request should comply with the district's internal purchasing guidelines.
- The grant should have the support of District Administration.

Director - Principal Responsibilities

- The Director communicates the guidelines and the availability of grant funds at the beginning of each school year to their principal.
- The principal prepares the grant request taking into consideration these guidelines.
- The principal ensures the district's internal purchasing guidelines have been met.
- The Director verifies the completeness of the request before it is submitted by the principal to the GCPTA for consideration.
- Grant requests can be submitted by the principal in writing or online.

Executive Committee - Executive Board Responsibility

- The Treasurer, along with the President and President-Elect review the proposed grant to see if it meets the guidelines. Follow-up with the responsible parties as deemed necessary.
- Present the proposed grant to the Executive Committee for discussion and vote. This may be an online vote or may be done at a monthly Executive Committee meeting. Majority vote is required to accept the grant.
- If approved by the Executive Committee, the grant will be presented to the Executive Board for approval. This may be an online vote or may be done at an Executive Board meeting. Majority vote is required to accept the grant.
- If approved by the Executive Board, the grant will be presented to the General Membership for vote during a PTA meeting. The President or Director should present the vote to the General Membership. The General Membership must be given proper notice of the vote in accordance with the bylaws. A majority vote of the General Membership is required to accept the grant. A quorum of 30 members must be present at the PTA meeting to hold a vote.
- The Secretary should notify the Executive Committee immediately of the results of both votes.

Treasurer's Responsibilities

- After the grant is approved by the Executive Committee, Executive Board, and General Membership, the Treasurer submits the grant proposal to the GCPS Assistant Superintendent for Business requesting that the grant proposal is placed on the agenda for the next Board of Education (BoE) Work Session Meeting for acceptance.
- The Treasurer may use email to send the letter. The letter should be sent to the GCPS

Assistant Superintendent for Business.

- cc: Assistant Superintendent for Business Administrative Assistant
 - cc: Superintendent of schools
 - cc: Accounting Department Liaison
 - cc: President, President-Elect, and School Director
- It is best to get grant requests submitted at least a week before the Board of Education Work Session. Work Session Meetings are normally the second Tuesday of each month, so try to get the request in by the first Tuesday.
 - If the grant is accepted by the Board of Education, the Treasurer should inform both the school's PTA Director and Principal (send a cc: to the principal's assistant(s)).
 - Grants may contain a date by which the District must spend the grant funds, generally by the end of the fiscal year, June 30th.
 - A list of the grants for each school year is posted on the GCPTA website.
 - The PTA should refrain from paying grants directly to the vendor. The PTA reimburses the district for the purpose of "granted items".
 - Prepares check for reimbursement in accordance with PTA check disbursement procedures.

School District's Responsibilities

- It is the responsibility of the school to make the purchase in accordance with the district's internal purchasing system. The accounting office will then match the purchase to the approved budget line item (PTA Grant) established after the Board of Education approval.
- Once purchases are made, the accounting office will provide information to the Treasurer (invoices, reports from the accounting system, etc.) so the PTA may reimburse the District for the items purchased.
- The District is the owner and custodian of the items included in the grants.

Procedures Committee

The Procedures Committee shall keep the Policies and Procedures Manual updated and reflective of current policies and practices. The President-Elect shall serve as the Chair of the Procedures Committee. Other members to this committee shall include the President and the Secretary, at the minimum. The Chairperson shall determine if a committee needs to be formed.

The Chairperson shall:

- Communicate with the Executive Committee and Executive Board regarding the need to add, delete or change anything in the GCPTA Policies and Procedures Manual and/or the Director's' Manual.
- Present procedural changes to the Executive Board for vote of approval.

Advisor(s)

From time to time, the President may find the need to appoint an advisor to assist members of the Executive Committee and Executive Board.

Advisors are not members of either the Executive Committee or Executive Board, however, they are appointed volunteers to serve for a specific purpose as defined by the President. Advisors

serve in this position for as long as needed but not to exceed two (2) school years. Advisors report to the Executive Committee as requested.

Liaison(s)

Liaisons are generally appointed by the Executive Committee to serve on District or Community committees when representation is requested and therefore, are not members of the Executive Board. These Chairpersons have no Committee though they may have unit counterparts.

The Liaison serves in this position for as long as needed but not to exceed two (2) school years. The Liaison is to report to the Executive Committee as requested. The Liaison may be asked to submit an annual report at the annual meeting in May.

District Site-Based Committee

The purpose of school-based planning and shared decision-making (SDM) is to improve the educational performance of all students in the school, regardless of such factors as socioeconomic status, race, gender, language, background, or disability. At the request of the district, the PTA is charged with the responsibility of selecting the PTA parent members to serve on the district's Site-Based Committees. If selected for this Committee, you will work directly with administrators, teachers, students, and parents addressing issues that may arise related to curriculum, staff development, building and facilities, school procedures, building climate and character, health and safety, extra-curricular activities, and more. Site-Based teams meet up to four times a year; times may vary by building. The district oversees the activities of the committee members. Applications for Site-Based positions must be completed in the spring/early fall of each year before the selection (if needed) and communication of parent representatives to the District.

The Site-Based Team (SBT) is a district-facilitated committee and the PTA has no role in its management or facilitation. The following are educational issues that may be subject to the cooperative planning and shared decision-making at the building level. The issues identified are broadly stated.

- Staffing
- Curriculum
- Communication
- Budget
- Student Placement/Scheduling
- Staff Development/ In-service
- Assessment: Student, Staff, Program
- Building and Facility
- Procedures (Practices and Regulations)
- Building Climate/Tone
- Safety
- Extra-Curricular/Co-Curricular Activities

Selection of Site-Based Parent Team Members

GCPTA and GC SEPTA are the groups responsible for facilitating the selection of parent representatives to the schools' Site-Based planning teams as outlined in GCPS' SDM plan.

Key Points to Consider When Developing the Method of Parent Selection:

- Establish a clearly defined and democratic process for the selection of parent representatives and publicize it.
- Parent representatives should reflect the school's diversity.
- All parents/guardians with children in the building are eligible to be parent representatives on the team.
- Information such as the job description, expectations and deadlines for applications as per your school district's plan should be distributed.
- Publicize the need for parent representatives on the team and the importance of their membership on the team.

Methods of Selection by GCPTA

- In the spring, summer and early fall, public solicitation of candidates is made through PTA Communication channels.
- Total number of PTA members by school building: 1 PTA member representing each of the primary schools, and 2 PTA members representing each Elementary school, MS and HS.
- Candidates complete an online form to express interest in the role, including use of an application included on the PTA website. Applications are sent to the Executive Vice President.
 - If more than one candidate exists per school, the Executive Vice President may engage the Executive Committee to review candidate applications (name of candidate will be omitted for purposes of discussion and voting) and ballot vote is held.
 - The candidate selected must have the majority votes of the members of the Executive Committee.
 - All applications will be held until the selected candidate is contacted and accepts the position.
 - In the event the selected candidate declines and multiple candidates still remain for a school location, the election process will occur again.
- Executive Vice President confirms applicant interest and provides names and contact information to the District for activation.
- Site-Based Members serve two consecutive one-year terms.

Site-Based representatives work with the Directors to address parents' issues and concerns and report at the individual schools PTA meetings, if needed. It is the responsibility of the Site-Based representatives to be accessible and accountable to its constituents (the parents). Bringing input from and giving feedback to the constituents represented; therefore, between SBT meetings, each team member must communicate with persons whom they represent. Each Site-Based team will develop a plan for communicating the work of the team. This shall include, but not be

limited to:

- Be willing to make the time commitment.
- Be flexible and work well with people.
- Communicate effectively.
- Become familiar with district plan for school-based planning and shared decision making.
- Participate in team training on school policies, curriculum, educational issues, consensus building, group dynamics, team building facilitator techniques, etc.
- Bring issues and concerns of all parents to the team.
- Focus on making the best decisions for all children.
- Be aware that sensitive issues must be handled appropriately.
- Using the results of the assessment to determine the effectiveness and future direction of the plan.
- Report to Directors a short summary of meetings to be shared with membership.

Note: Minutes of SB Meetings are the responsibility of the district and as such, should be posted to the district website.

Section IV: PTA's Partnerships

Partnership, teamwork and cooperation – these are the building blocks of education leadership. Parents, teachers, principals, superintendents and school boards have a common goal - quality education, which cannot be achieved by anyone acting alone. Developing a working partnership – communicating with each other, sharing in the decision-making, and mobilizing the community to action – can lead the way to success for all students.

Overview

There are many wonderful organizations in our community serving our children and our public schools. The PTA often partners with these organizations to bring programs and events to our community.

For more information about our community partners, visit their websites:

- Garden City Special Education PTA (SEPTA)
- Garden City Teachers' Association
- Garden City Friends of Music
- TMA Booster Club (formerly The Men's Association) of Garden City

The PTA works closely with the Garden City Police Department and is a proud member of the Garden City Chamber of Commerce.

Parents

Research suggests that when parents are involved, students achieve more!

- The more extensive the parent involvement, the higher the student achievement.
- When parents are involved in their students' education, those students have higher grades

- and test scores, better attendance and complete homework more consistently.
- When parents are involved, students exhibit more positive attitudes and behavior.
 - Different types of parent/family involvement produce different gains. To have long-lasting gains for students, parent involvement activities must be well-planned, inclusive, and comprehensive.

As a PTA we must encourage parent involvement and offer ways for this to occur. Involvement comes in many forms - education and information as well as through volunteerism.

Teachers

- Make parents and other members of the community aware of school policies and programs.
- Help parents understand the importance of their support of school rules and procedures.
- Educate parents in ways to support children's learning at home.
- Strengthen parent-teacher communication and understanding through newsletters, workshops, events, and activities.
- Provide insight into family and community structures, attitudes, and influences that affect the children they teach.
- Assist parents through outreach programs and referrals to community resources.
- Conduct volunteer programs in schools.
- Help to integrate in-school and out-of-school activities.
- Educate its members through programs that improve the lives of children and youth – i.e., to prevent alcohol and drug abuse, encourage reading, develop self-discipline and enhance the overall health and safety of children.
- Encourage parents and community members to unite to improve the lives of children and youth through programs that address social problems.

Teacher Liaisons

Teacher Liaisons (or Representatives) are assigned at each school by the building principal and are a link between the PTA and the teachers. Directors should be the point person for communication to the Teacher Liaisons. Committees should contact the Directors first before the Teacher Liaison.

Teacher Liaisons shall:

- Attend PTA meetings.
- Discuss PTA programs/events at teacher meetings.
- Encourage support for such programs/events.
- Bring concerns of the teachers to the PTA.

Principals

- Encourage the principal to speak openly of his or her goals and concerns. This can be achieved by asking principals to present at PTA meetings.
- Present PTA concerns and issues to the principal. Develop a forum that allows for frank and open discussion.
- Focus on education and how to benefit students.

- Be alert to staff and community talents and resources and draw on them for the benefit of the entire school.
- Work with Directors to identify PTA Meeting topics that inform parents on important school issues.

Superintendents and Board of Education Trustees

- Become familiar with school policies and procedures. Understand and use administrative channels.
- Know the difference between the responsibilities and roles of the board, Superintendent and Principals.
- Set priorities and goals and discuss them with the Superintendent and Board President
- Address issues that will benefit all students.
- Expect to be heard as key community leaders and, if necessary, insist on equal access to the Superintendent.
- Involve people who will participate actively on committees and task forces.
- Mobilize coalitions, when necessary, to achieve education goals or to support school issues.
- Be willing to openly discuss issues and options for the school district.
- Be sure to recognize the educational accomplishments of the school system, students and teachers as well as to address problems.

President – Superintendent Meetings

To aid in fostering a healthy partnership with the Superintendent, the Executive Committee meets with Central Administration approximately every six weeks. These meetings are an opportunity to discuss, in detail, matters of district-wide concern that may come to the attention of the Executive Committee by membership.

The President-Superintendent meeting shall:

- Presided over by the President.
- Generally held every six weeks during the school year.
- Attended by the Executive Committee, Superintendent and Assistant Superintendents.
- Limited to district-wide and building issues, parental concern and matters that have not been fully resolved through committee procedures or after consultation of Building Administration.
- Issues of a personal nature should be discussed with the appropriate administrator privately and not at this meeting.
- Meetings follow a formal protocol and the floor is generally not open to question and comment until the President or Superintendent is finished discussion. All conversations will remain confidential when requested.
- Remember to:
 - Dress professionally.
 - Arrive on time.
 - Turn off all cell phones.
 - Be respectful of the person having the floor.
 - Do not engage in any side conversations.

Always remember meetings with the Superintendent of schools and the Central Administration are a privilege and are not something awarded to every PTA. Professionalism and respectful dialogue must occur to maintain this.

NYS and National PTA

The GCPTA is organized and chartered under the authority of the New York State PTA in the area in which this association functions, in conformity with such rules and regulations, not in conflict with the National PTA bylaws, as the New York State PTA may in its bylaws prescribe. See unit bylaw for more.

Every individual who is a member of this PTA is, by virtue of that fact, a member of the National PTA and of the New York State PTA, by which this local PTA is chartered, and is entitled to all benefits of such membership. As such a portion of dues paid by members in Garden City are remitted to NYS / National PTA. Our members enjoy member benefits offered from all three organizations and have unlimited access to benefits and information offered by our Parent PTAs. PTA leaders have unlimited access to training resources, as well.

Note NYS PTA has access to our membership emails and as such, includes all GCPTA members in its e-communication database. Because our members are receiving messages from both GCPTA and NYS PTA, GCPTA Branding is important. Also, respecting our members inbox and limiting the number of emails received should be a priority of the Executive Committee and Communications Team.

GCPTA's NYS PTA Code # 10-319

GCPTA's National PTA Code # 00017111

Delegates to the NYS PTA Convention

Each local PTA in good standing as of September 1 shall be entitled to be represented at the annual convention by its President or alternate and one (1) delegate.

- Local PTAs with a membership over 100 shall be entitled to one (1) delegate for each additional 100 members or major fraction thereof as shown on the books of the New York State PTA as of March 31.
- Each council in good standing as of September 1 shall be entitled to be represented by its President or alternate.

The convention shall be open to all members. The privilege of making motions, debating and voting shall be limited to accredited delegates present from local PTAs, councils, regions, members of the State Board of Directors present and past presidents of the New York State PTA in attendance.

SEPTA – Special Education Parent Teachers Association

Garden City is fortunate to have a Special Education PTA (SEPTA) that is separate and distinct from the GCPTA. Our structure and many goals are similar - with SEPTA serving a distinct

segment of our school community. We work together to achieve our respective goals. A SEPTA Representative sits on each of the seven school boards and the Presidents of both organizations meet regularly. Parents and community members are encouraged to join both PTA and SEPTA.

SEPTA's mission is to ensure a quality education for all students. SEPTA collaborates with parents, administration, and teachers to advocate for each and every student. Everyone benefits when we work together to strive for the success of every student in our community!

SEPTA:

- Supports a variety of services that address unique learning abilities (including, special education classes, resource rooms, consultants, speech and language therapy, occupational therapy, physical therapy, counseling, Quest programs, etc.)
- Advocates for inclusion of students receiving special education
- Improves communication between parents, school personnel and administrators
- Educates the community on the benefits of including children of ALL abilities in the exceptional social, athletic and cultural events that take place in Garden City
- Hosts a variety of speakers to address common parental concerns (i.e. Assistive Technology, Auditory Processing, Anxiety, Homework, etc.)

Section V: PTA Communications

The PTA recognizes the importance of communication within its membership, as well as with the Garden City School District and our community. PTA communication exists in various forms: verbally (in person or on the phone), through traditional mailings, backpack flyers, newsprint, emails, and social media.

- Include the Garden City PTA's heading, the name of the Committee and a contact person on all flyers, announcements, etc.
- The President must approve any correspondence sent out under the unit's name.
- If communication is to be distributed through the school's electronic communication system or distributed to the students, the President will obtain the Superintendent's approval.
- A letter in which a committee takes a stand or expresses an opinion needs approval by the Executive Committee and is sent on official stationery.
- Letters requesting information do not need approval.

Use of PTA Logos

National PTA has established [guidelines](#) for the proper use of the PTA name, logos, and tagline (everychild.onevoice). When used properly, PTA's logo and tagline create a consistent message, help to unify all PTAs, and set PTA apart from the competition. The success of the PTA brand identity system depends on all PTAs' adherence to the established guidelines. The guidelines are provided to establish a uniform, effective system for PTAs to use in order to maintain a consistent, visual style and brand identity for all PTA-produced materials.

Use of the Garden City PTA Logo is limited to PTA purposes only and should not be shared with any outside entities, suppliers, or vendors. Contact the President and Vice President Communications for additional information.

PTA and Social Media

We have only one district-wide platform for social media. Individual school social media accounts including closed social media accounts are not permitted. Our Facebook, X, Instagram accounts are under the direction of the Vice President Communications, President, and President-Elect

We know there are many closed Facebook community groups, including ones with school names or “class of” pages. Do not share PTA posts within these groups or represent the PTA when posting. Encourage parents to connect with us @GardenCityPTA or connect with the various school X accounts for school information.

Communications Guidelines

In an effort to keep the channels of communication clear and information consistent throughout the PTA, the [Communication Guidelines](#) have been prepared and are included in [Exhibit II](#).

Photo Use Policy

In the digital age where a picture can spread across the Internet in a matter of minutes, many families are sensitive about their privacy, particularly when it comes to their children. To protect the PTA from liability and to respect these sensitivities, permission from the principal and the child’s parent are required before sharing. **The District photo consent is NOT transferable to the PTA.** Large group shots or photographs from behind are generally ok. Shared photos, even if consent was obtained, shall never include a student's image.

The PTA posts the following opt out message on its website and its other communication channels:

The Garden City PTA will be photographing and/or filming students, staff, and PTA members as they go about the business of learning, succeeding and participating in PTA events and activities. This media may be published on the Garden City PTA website, monthly e-newsletters, social media sites (Facebook, X and Instagram), and in the Garden City News. Student names will never be published.

If you do not wish to have your child or yourself photographed and/or videotaped, submit your request to communications@gardencitypta.org in writing. Full-class or group photographs and videotapes should not be included in your request.

Use of Membership and Class Lists

The use of class lists is a privilege. Class lists shall not be used for any purposes other than official school or PTA business. Member/Parent contact information may not be shared with any other

group, posted to social media, or made public in any form. Violations could jeopardize the access to this information for ALL parents. Any volunteer that knowingly or egregiously violates this policy may be asked to step down and may not be able to serve as a volunteer with access to this information in the future.

Exhibits

Exhibits are provided as additional information to the user of this document. Changes to exhibits can be incorporated into this document, as needed, without requiring the PPM to be amended.

Exhibit I: More about the Garden City PTA

Who We Are

Since 1945, the Garden City PTA has been dedicated to serving children and families in our community. Today's GCPTA is a network of 3,000 parents, teachers, administrators, and community members devoted to the educational, social and emotional success of children. Our commitment to creating a collaborative environment where families and the school community can work together has and will continue to foster positive change in our schools and within our community. Together, we are a powerful voice for all our children, a relevant resource for our families and community, and a strong advocate for public education.

Through our annual membership drive and fundraising efforts we are able to provide cultural programs, speaker engagements, health and safety programs, monetary awards to high school seniors, and so much more. Many of our events and programs have become long standing traditions in our schools and for our students. Our grants have enhanced the educational experience for students in each of our seven schools. Our members can be found volunteering their time and talents in our schools and throughout our community.

Our PTA Mission Statement

PTA is a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for the education and wellbeing of every child.

Our PTA Vision Statement

Making every child's potential a reality by establishing the GCPTA as the leading organization for parent involvement and advocacy for all children.

Our PTA Values

- **Collaboration:** We work in partnership with a wide array of individuals and associations to accomplish our agreed-upon goals.
- **Commitment:** We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.
- **Accountability:** We acknowledge our obligations. We deliver on our promises.
- **Respect:** We value our colleagues and ourselves. We expect the same high quality of effort

and thought from ourselves as we do from others.

- Inclusivity: We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.
- Integrity: We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

Our PTA Purposes

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- To promote the collaboration and engagement of families and educators in the education of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Our PTA Beliefs

- Every child deserves to have his/her basic needs met.
- Every child deserves an education designed to meet the child's needs.
- Public education is the appropriate forum to prepare children for participation in a democratic society.
- Every child deserves our continued commitment to advocacy.
- PTA will take the lead in parent involvement by training parents to be partners in education.
- PTA will take the lead in promoting the value of parent involvement with the community and educational partners.
- We are responsible for identifying, understanding, and meeting the needs of our diverse membership.
- Educators are an integral part of our association.
- Education and leadership training and self-evaluation are essential at all levels.
- Programs and materials should be provided to enhance parenting skills.
- Challenging oneself leads to growth.

Organizational Chart

Our PTA is unique in its functioning from other PTAs in the state and nation; it operates on a district-wide basis rather than school-by-school. This format allows the organization to focus its efforts on the entire educational spectrum. Our programs, advocacy, and fundraising efforts benefit all schools, and our members join only once, regardless of how many schools their children attend.

Each school maintains its own PTA organization headed by a director who develops programs that meet the particular needs and interests of the individual school. The organization at each

school consists of a PTA board, teacher representative, grade representatives, and class parents. Each school has regularly scheduled meetings to conduct PTA business and discuss issues and concerns of the particular school. These meetings often include presentations and guest speakers that highlight the needs of our children at every stage of development. All school PTA meetings are open to all members of our school community.

The PTA Executive Committee members are nominated and elected by the membership. The Executive Committee meets regularly to oversee the individual school PTAs and coordinate the business and activities of the organization. District Chairs of PTA committees along with the members of the Executive Committee comprise the Executive Board.

[GCPTA Organization Chart on Website](#)

Email Directory

PTA emails will be transferred to your successor and are transferred every two years, therefore do not assign individual volunteer names to emails in either your Google Drive Directory or personal directory. Leave the First/Last Name as stated in the Email Directory table below.

<u>Role Name</u>	<u>Email Distro</u> <u>Group Inclusions</u>	<u>Email Address</u>
Advisor	GCPTA, EC, EB	advisor@gardencitypta.org
Annual Sponsorships	GCPTA, EB	sponsorships@gardencitypta.org
ArtsInEd	GCPTA, EB	artsined@gardencitypta.org
Beautification	GCPTA, EB	beautification@gardencitypta.org
Career Resources	GCPTA, EB	careerresources@gardencitypta.org
VP Communications	GCPTA, EC, EB, CR	communications@gardencitypta.org
VP Curriculum	GCPTA, EC, EB	curriculum@gardencitypta.org
Digital Citizenship	GCPTA, EB	digitalcitizenship@gardencitypta.org
Dinner	GCPTA, EB	dinner@gardencitypta.org
Executive VP	GCPTA, EC, EB	executivevp@gardencitypta.org
General	GCPTA	gcpta@gardencitypta.org
Health & Safety	GCPTA, EB	healthandsafety@gardencitypta.org
Hemlock School	GCPTA, EC, EB	hemlock@gardencitypta.org
High School	GCPTA, EC, EB	highschool@gardencitypta.org
Homestead School	GCPTA, EC, EB	homestead@gardencitypta.org
VP Legislation	GCPTA, EC, EB	legislation@gardencitypta.org
Locust	GCPTA, EC, EB	locust@gardencitypta.org
Membership	GCPTA, EB	membership@gardencitypta.org
Middle School	GCPTA, EC, EB	middleschool@gardencitypta.org
PARP	GCPTA, EB	parp@gardencitypta.org
Parent University	GCPTA, EB	parentuniversity@gardencitypta.org
Past President	GCPTA, EB	pastpresident@gardencitypta.org

Photography	GCPTA, EB	photography@gardencitypta.org
President	GCPTA, EC, EB	president@gardencitypta.org
President-Elect	GCPTA, EC, EB	presidenelect@gardencitypta.org
Publicity	GCPTA, EB, CR	publicity@gardencitypta.org
Reflections	GCPTA, EB	reflections@gardencitypta.org
School Supplies	GCPTA EB	schoolsupplies@gardencitypta.org
Secretary	GCPTA, EC, EB	secretary@gardencitypta.org
Sign-up	GCPTA, EB	signup@gardencitypta.org
Social Media	GCPTA, EB, CR	socialmedia@gardencitypta.org
Spirit Day	GCPTA, EB	spiritday@gardencitypta.org
Sportswear	GCPTA, EB	sportswear@gardencitypta.org
Staff Appreciation	GCPTA, EB	staffappreciation@gardencitypta.org
Stewart School	GCPTA, EC, EB	stewart@gardencitypta.org
Stratford School	GCPTA, EC, EB	stratford@gardencitypta.org
Technology	GCPTA, EB, CR	technology@gardencitypta.org
Treasurer	GCPTA, EC, EB	treasurer@gardencitypta.org
Website	GCPTA, EB, CR	website@gardencitypta.org

- EC: Executive Committee group email: executivecommittee@gardencitypta.org
- EB: Executive Board group email: executiveboard@gardencitypta.org
- CR: Communications Request group email: communicationrequest@gardencitypta.org

Executive Committee Job Descriptions

President-Elect

The President-Elect oversees the work of PTA Standing Committees and maintains the PTA Policies and Procedures Manual. The President-Elect works closely with the President to assist when needed and to allow for adequate training and preparation for the subsequent year's responsibilities. The President-Elect succeeds the President after a one-year term.

Secretary

The Secretary is responsible for keeping accurate records of the proceedings of the PTA, including the minutes of all meetings of the Executive Committee, Executive Board, and the official PTA calendar.

Treasurer

The Treasurer, as authorized custodian of the funds of the association, receives and disburses all monies authorized by action of the PTA. The Treasurer will be responsible for all forms of financial reporting including overseeing the filing of the PTA's tax return. It is highly recommended the Treasurer have accounting or bookkeeping experience.

Executive Vice President

The Executive Vice President aides the President helping wherever needed. The Executive Vice

President oversees the work of the PTA Nominating Committee and the selection of PTA parent members serving on the district's Site-Based Committee. The Executive Vice President is the Chair of the Bylaws Committee if convened during their term (every three years).

Vice President Legislation

The Vice President Legislation is the Chair of the PTA Legislation Committee, which is responsible for providing information to members about proposed legislation, regulatory issues, and local decision-making that affects the health, welfare, safety and education of children. This includes providing members with information on how the school district's budget impacts school curricular and extracurricular programs. The Legislation Committee works closely with the PTA's Health & Safety and Curriculum Committees and Central Administration.

Vice President Curriculum

The Vice President Curriculum is the Chair of the PTA Curriculum Committee, which has representatives from each of the seven schools. The purpose of the Curriculum Committee is to be a liaison between the parents and the School and District Administration in both the individual buildings and at large, assisting the district in addressing parent curriculum questions and concerns. The Curriculum Committee keeps our membership up-to-date on various curriculum and instruction topics including but not limited to: learning standards, assessments and grading, and co-curricular activities throughout the district. The committee works closely with the District Administration and provides a conduit for the school community to provide feedback on topics addressed by this committee.

Vice President Communications

The Vice President Communications is the Chair of the PTA Communications Committee. This committee is responsible for all internal and external communications projects and functions including emails, newsletters, website, social media, print media, and other communication tools.

School Directors

School Directors are the direct link to our membership at the building level. School Directors work closely with Building Administration to oversee the work of the PTA in each of our seven schools. The School Directors are also responsible for facilitating the work of school-based committees under the direction of Building Administration.

Standing Committee Descriptions (in alphabetical order)

Arts in Education

The Arts in Education Committee explores programs, across the broad spectrum of the arts, and makes recommendations for experiences that would enhance and enrich the cultural education of students. Exposure to the arts is valuable to learning because it stimulates creativity, curiosity, and awareness of the world around us. The Arts in Education Committee works directly with Building Administration and the District's Coordinator of Music and Fine Arts. The District currently provides the funding for the programs selected. This Committee has Committee

Chairperson(s) and offers a great opportunity for someone who would like to be involved but has limited time to commit.

If you enjoy the arts, believe exposure to the arts is valuable to learning and want to bring additional enrichment opportunities to our students, this is the committee for you!

Beautification Committee

School beautification aims to create a clean, welcoming, and inspiring environment that supports both learning and well-being. By improving classrooms, hallways, and outdoor spaces, students and staff can take pride in their surroundings and feel more motivated to learn, collaborate, and care for their school. Beautification efforts also encourage responsibility, teamwork, and respect for shared spaces, helping to build a positive school culture. Ultimately, a well-maintained and attractive school environment strengthens community spirit and enhances the overall educational experience. The Beautification Committee will serve as a central planning team for the seasonal beautification efforts that take place at every school in the Garden City district. Previously led school-by-school, this centralized committee will streamline efforts and ensure consistent decor while maximizing our resources.

If you have a green thumb and an eye for sustainable style, this is the committee for you!

Career Resources (MS and HS Only)

A complement to the existing Parent University program, the new Career Resources Committee will host events during the year designed to build foundational skills our students will need outside of the K12 educational setting. Our inaugural programming will focus on student interview skills, as we seek to help our HS students prepare for college and job opportunities.

Communications

The Communications Committee keeps our members and our community informed about PTA and school district events. This Committee's work helps to build a connection between the PTA and the community. Developing a strong and clear connection will grow our membership, foster values for the PTA's mission and programs and strengthen the importance of community engagement in the education of children. This Committee's work includes all forms of media: print, photography, graphic design for print, digital communication, and social media.

The Committee consists of the Vice President Communications, Website Coordinator, Social Media Coordinator, Publicity Coordinator and Technology Coordinator. This Committee works closely with the School Directors and other PTA Committee Chairs.

If you love writing, photography, graphic design or if you are interested in technology, website hosting, social media and all things techie, then this is the committee for you!

Curriculum

The Curriculum Committee keeps up to date on curriculum and instruction, grading, student

placement, and co-curricular activities throughout the district. The committee works closely with the District Administration, provides members information about changes or trends in curriculum, and provides a conduit for the school community to provide feedback on topics addressed by this committee. This committee requires a certain level of time commitment to be most effective in this volunteer role. The building representatives meet with a school administrator several times a year, attend PTA Curriculum meetings with the Chairperson, participate in meetings of the Committee with the Assistant Superintendent of Curriculum (school hours meetings to accommodate teacher schedules), and attends meetings of the Board of Education if the topic is relevant to the committee (evening meetings). This Committee has a Committee Chairperson and School Building Representatives.

This Committee has a Committee Chairperson (Vice President Curriculum) and School Building Representatives.

If you enjoy discussions about curriculum, want to learn more about student learning and ways to improve the educational experience for students then this is the committee for you!

Digital Citizenship Committee

Technology and Social Media is a topic of concern for parents with children at any age, grade and developmental stage. Beginning in the 2024-25 school year, the Garden City PTA is putting renewed and concerted focus on this critical topic, with plans to bring year-long parent and student activities and learning events to our community. Together, the schools, parents and community can help us all feel stronger, safer and more knowledgeable within this rapidly-changing online landscape for our children.

Dinner

The Dinner Committee hosts a spectacular fundraiser each year with our annual Dinner Event held in the spring. The Dinner is our largest fundraiser of the year. There are many ways to get involved with this event and at various levels. Flexible volunteer and nighttime opportunities are available for this event. This Committee has Committee Chairperson(s) and School Building Representatives.

If planning a party for 450 of your closest friends and neighbors sounds exciting, then this is the committee for you! We promise you will have a great time in return.

Health & Safety

Caregivers, schools, and the community are responsible for caring for the health and welfare of our youth. The Health & Safety Committee addresses health and safety issues related to students and families. The activities of the Health & Safety Committee are designed to educate and inform caregivers about the health needs of children and how best to meet those needs. The Health & Safety Committee works to see that programs are available to meet the needs of our members.

This Committee works closely with School Administrators, District Health & Safety Teams, the Legislation Committee and other community organizations, such as the Garden City Community Coalition. This Committee has Committee Chairperson(s) and School Building Representatives.

If you are interested in being part of a team that provides students and families with relevant information regarding issues of health and safety, then this is the committee for you!

Legislation

PTA is the largest association dedicated to promoting the welfare of children and youth. Advocacy is an integral part of the PTA. Advocacy comes in many forms and occurs in every action designed to improve the lives of children. PTA promotes the educational needs and values of its school community and addresses how decisions by school administrators, the Board of Education and elected officials, meet those needs. This Committee's activities are designed to inform, empower and engage members by providing the information and tools they need to be active participants in the decision process and effect positive change, by communicating concerns to key policy makers both within our district and beyond.

This Committee works closely with District Administration, the Board of Education, the PTA's Curriculum and Health & Safety Committees and other community organizations, when appropriate, to achieve PTA goals for children and youth. This committee offers flexible volunteer and nighttime opportunities. Attending Board of Education Meetings and taking notes is a wonderful way to contribute to the work of this committee. This Committee has a Committee Chairperson and School Building Representatives.

If you are interested in learning the impact of decisions made by key policymakers on our public school and believe in the power of working together with one "collective voice," then this is the committee for you!

Membership

Every voice, every member matters when it comes to making public education the best it can be. The more members we have, the stronger we are, and the more influence we have on decisions involving the welfare and education of our children.

The Membership Committee develops the annual campaign and calendar of activities to encourage PTA membership to all parents, teacher/staff and community members. The Committee designs and communicates all publications and promotional materials to aid in recruiting and retaining members. The Committee is also responsible for all aspects of membership from member sign-up and payment to distribution of membership cards.

Our annual membership drive is also a significant fundraiser and offers flexible volunteer and nighttime opportunities. This Committee has Committee Chairperson(s) and a team of volunteers.

If you enjoy creating a sense of community, have a knack for marketing and communications and enjoy working with a dynamic team, then this is the committee for you!

Nominating

Serving on a Nominating Committee is an exceptional opportunity for PTA members to have a voice in selecting the Executive Committee members. Executive Committee members volunteer their time and talents to help maintain PTA sponsored programs, enhance the educational experiences of our children, promote family engagement, and advocate for every child.

The Nominating Committee consists of two elected representatives each from the High School, Middle School, Stewart and Stratford Schools, and one representative each from Hemlock, Homestead and Locust Schools; two representatives from the current GCPTA Executive Board are elected by the members of the same; there is also one alternate member elected by the current Executive Board. The Executive Vice President serves as a coordinator and Committee Chair (if selected) but does not vote.

If you are interested in being part of a team tasked with the responsibility of selecting the best and most qualified candidates to serve on the Executive Committee, then this is the committee for you!

Parent University

Parent University is an opportunity for parents and caregivers of children in grades Pre-K to 12 to participate in a series of in-person and virtual workshops facilitated by area professionals and district personnel. The free-to-parents workshops are selected by the PTA along with District Administration (i.e., Assistant Superintendent of Curriculum), to best reflect current topics and trends. It is an opportunity to sharpen parents' skills as we work together to raise healthy, well adjusted, and successful children. Studies prove that when communities, caregivers, and educators work together to create supportive and safe environments for children to grow and learn, they thrive. All residents are invited to attend this event. This Committee helps to plan, organize and facilitate the events throughout the year. This Committee has Committee Chairperson(s) and offers a great opportunity for someone who volunteers to lend a hand during the scheduled events.

If you are interested in being part of feel-good community events, this is the committee for you!

Photography

The Photography Committee organizes the photo days for our K-11 students. This team of volunteers help out on school photo days and act as the liaison between the parents, schools and the outside photo company. This Committee has Committee Chairperson(s) and School Building Representatives.

If you want to help record those childhood memories and spend a few hours volunteering in your child's school, then this is the committee for you!

Pick a Reading Partner (PARP)

PARP is a National PTA program designed to foster the love of reading. The primary goal of PARP is to promote childhood literacy by asking parents or caregivers to set aside time each day to read with their child. PARP encourages programs during the school year that supports reading and participation of children, caregivers, teachers, administrators, school staff and the community by reinforcing the pursuit of reading for enjoyment. The committee works closely with Building Administration and teachers in our K-5 schools. This Committee has Committee Chairperson(s) and School Building Representatives.

If you want to help share the love of reading throughout our school community, then this is the committee for you!

Reflections Committee

Reflections is a National PTA cultural arts program, designed to encourage students to express their thoughts and feelings through creative arts. The Reflections Committee coordinates the student entries into the PTA's Reflections Contest. This contest originates at the National PTA level, with a theme for each year's competition. Students submit entries in Literature, Photography, Visual Arts, Music, Dance, and Film to the Reflections Committee. The Reflections Committee, utilizing rules set forth by the National and State PTA, facilitates the judging of the submissions. Selected winners from each category advance to the Nassau Region Level. Upon completion of the program at the Nassau Region and NYS PTA levels, a districtwide Reflections Ceremony is held to acknowledge the winners.

This Committee has Committee Chairperson(s) and School Building Representatives and offers flexible volunteer and nighttime opportunities.

If you enjoy the arts and believe exposure to the arts and self-expression is valuable to learning, this is the committee for you!

School Supplies

Thanks to the efforts of the School Supplies Committee, parents can spend more time at the beach than in the stores over the summer break. The School Supplies Committee organizes this convenient, one-stop shopping event that offers school and grade-specific required supplies to school families. The Committee works to ensure the best quality and pricing of the products offered. This Committee has a Chairperson(s) and volunteers for School Supply on pick-up day in June.

If you want to help a few hours volunteering on a Saturday, then this is the committee for you!

Site-Based

The purpose of school-based planning and shared decision-making is to improve the educational performance of all students in the school, regardless of such factors as socioeconomic status,

race, gender, language, background, or disability. At the request of the district, the PTA is charged with the responsibility of selecting the PTA parent members to serve on the district's Site-Based Committees. If selected for this Committee, you will work directly with administrators, teachers, students, and parents addressing issues that may arise related to curriculum, staff development, building and facilities, school procedures, building climate and character, health and safety, extra-curricular activities, and more. Site-Based teams meet up to four times a year, with dates and timing agreed upon by members. The District may offer a Site-Based training and oversees the activities of the committee members.

If this committee is of interest to you, applications for Site-Based positions must be completed before the selection of parent representatives. Applications are available online at the PTA website in early spring of each year.

Spirit Week

Spirit Week activities engage and involve all district families and the community to participate in the excitement of Homecoming. This Committee works directly with School and District Administration to help organize and assist with Spirit Week activities at all schools, with a particular emphasis on Primary and Elementary schools. This committee offers a great opportunity for someone who would like to be involved but has limited time to commit. This Committee has a Committee Chairperson and K-5 School Building Representatives.

If you are interested in spreading Garden City school spirit and community pride or spending a few hours in your child's school, then this is the committee for you!

Sponsorships / Annual Sponsors

The Garden City PTA welcomes Annual Sponsors to support our programs year-round, benefiting students in all seven GC schools. This Committee is responsible for identifying Garden City businesses that may be interested in providing ongoing support in exchange for recognition and promotion on select PTA communications channels, and coordinating that outreach.

If you're outgoing or in-the-know with Garden City's small business community, this is the right role for you!

Sportswear

The Sportswear Committee is responsible for keeping our community decked in maroon and gray. Garden City sportswear and related Garden City spirit items are offered primarily for online sale to order; however, there is a selection of cash and carry merchandise on hand at many school events.

This Committee has Committee Chairperson(s) and School Building Representatives and offers flexible volunteer and nighttime opportunities.

If you just love spreading Garden City spirit and have a flair for fashion, then this is the

committee for you!

Staff Appreciation

Teachers play a key role in student success and sometimes a simple “thank you” is all a teacher needs to feel valued. Since 1984, National PTA has designated the first week in May as a special time to honor the men and women who lend their passion and skills to educating our children. The GCPTA provides an opportunity for our school community to participate in a small celebration of thanks to those who educate and care for our children.

In early spring, the PTA and parents host a Staff Appreciation Luncheon in each of our seven school buildings. The school Staff Appreciation Committees and the Staff Appreciation Chairperson plan and organize all aspects of these events. Staff appreciation luncheons provide all school families the opportunity to participate in these celebrations through convenient online sign-up tools. This Committee works directly with the Staff Appreciation Chairperson and School PTA Director.

This committee offers a great opportunity for someone who would like to be involved but has limited time to commit. This Committee has a Committee Chairperson and School Building Representatives.

If you are interested in spending a few hours giving back to your child’s school and their staff, then this is the committee for you!

Exhibit II: Communication Guidelines

GCPTA Directed Events/Programs promotions and information can be sent through the following communications channels:

- MailChimp Monthly Newsletter and Standalone e-blasts
- PTA Website
- PTA Social media accounts
- PTA Section of the Garden City News
- Class Parent Chain (K-5 only)

Newsletters and Standalone E-blasts

- Primary form of communication.
- Plan one month in advance. All Executive Board notified of the communication plan and deadline for submissions.
- Highlights what is happening in PTA for the month
 - School PTA / building events should be communicated in School Reports
- Recap of significant PTA events from the month before.
- Include a sneak peek into next month’s major event.
- Significant GCPS highlights and Education News highlights (NYS PTA, National PTA, and

NYSED)

- Tests of newsletter should include an editorial team.
 - Should be completed several days before the beginning of the month.

Newsletters should include: All PTA Meetings, Committees, Programs, Notice of Membership Votes including Grants, (including all matters covered in the PTA's annual budget = funded by PTA).

Newsletter Schedule: District-wide newsletters: mid-September, first of the month October thru May, end of school mid-June. Option to issue a summer newsletter in July/August.

All PTA eCommunications sent using our MailChimp service are sent by the Vice President Communications. These can be sent out to the entire population of school parents or to one specific group of parents (i.e., primaries, elementary, middle school, high school.)

- Send all e-communication requests to Vice President Communications communications@gardencitypta.org CC President/President-Elect/Directors involved. Vice President Communications will manage the timing and the grouping of e-blasts.
 - Be sure to include the exact wording for the message and any related images/flyers/forms
- Questions generated by the e-blasts from parents will be forwarded to responsible parties for a proper reply.

Website: website@gardencitypta.org

The PTA website is maintained by our Website Coordinator.

- Front page and Committee pages should be updated monthly to coincide with the newsletter.
- Try to keep page names generic (refrain from using year in page name) and make content fonts/presentations consistent.

Social Media Platforms: socialmedia@gardencitypta.org

- Communication plan for the month should coincide with the PTA Calendar.
- Highlight newsletter and Garden City News.
- To provide parents reminders of upcoming PTA Events/Activities – real time.
- Provide a means to share NYS PTA and National PTA posts/information with members.
- Provide relevant articles of interest to our community and members - consistent with our mission.
- Highlight limited community events* see community partner. Caution: protect PTA branding and image.

Garden City News: publicity@gardencitypta.org

- Due to the editor by Wednesday noon for Friday's edition. Goal: Tuesday PM.
- Includes a look ahead at next week's PTA and GCPS events, highlights significant PTA events (recap with pictures) and historically provides a health and wellness tip.

- Prepared by the Communications team member using both PTA Calendar of Events and GCPS calendar. Final approval by the President.

Class Parent Chain:

- Approved by the President.
- Sent to Directors: Directors to Grade Reps to Class Parents.
- No direct involvement from the Communications team.

Tools used for communicating with volunteers and members: MailChimp, Facebook, Instagram, X, Website, Wufoo Forms Builder, Sign-Up Genius (school accounts/PTA Pro Account), Hootsuite, Canva, Google for Education Platform, Doodle, Vimeo, EventBrite, and Zoom. Additional platforms added as needed.

SEPTA: Our sister organization:

If promotional support of SEPTA events or information is requested, consult with the President.

If approved, generally included in:

- Newsletter
- Social Media
- Garden City News

GCPS Directed Events/Programs:

- Communications should be sent by the school district, especially when the event or program is in-school and District-led.
- Communication can be included in the Director’s Newsletter as part of the PTA’s monthly newsletter.
- Communications can be sent through the K-5 Class Parent Chain, and by e-blast from the President, as needed.
- Communication, depending on the event, can be included on PTA social media platforms.
- Standalone e-blast used on a limited basis.

Events/Fundraisers of other non-profits:

If they are considered a community partner (see this document or defer to President):

- Social Media advertising only (OPTIONAL).

In an effort to keep the channels of communication clear and information consistent throughout the PTA, the following guidelines have been outlined.

Internal emails related to Executive Committee and Board emails.

- CC: President and President-Elect on all general committee emails, announcements, etc. as an FYI.
- Upon receiving emails from President/President-elect/Directors, etc. acknowledge receipt with a simple response.

E-blasts

E-blasts or PTA eCommunications sent using our MailChimp service are sent by the Vice President Communications. These can be sent out to the entire population of school parents or to one specific group of parents (i.e., primaries, elementary, middle school, high school.)

- Send e-blast copy and/or forms to Vice President Communications. CC: President, President-Elect and Directors involved. Vice President Communications will obtain President approval, manage the timing, and the grouping of e-blasts.
- Questions generated by the e-blasts from parents will be forwarded to responsible parties for a proper reply.

Printing

General rule of thumb: Flyers for distribution should only be in black and white.

- Prepare flyers a couple of weeks out to stay within the deadline. Send a draft to the President for approval. CC: President-Elect if it pertains to a committee. Wait for approval from the President (who may need to obtain the approval of the Superintendent).
- Send a copy to the selected printing vendor and always CC: the Treasurer and President.
 - State your name and PTA position clearly in the email.
 - Ask for black & white copies only.
 - For color jobs, request a written quote from the printing partner and get approval from the President before proceeding. Save the quote and provide it to the Treasurer if approved.
 - Pick up at the printing partner's location when ready.

For the PTA printer:

- At the beginning of the school year, request that the printer provide to PTA a schedule of printing charges/fees, including the costs for basic color copies, collating, stapling, and standard in-house color poster.
 - Provide this schedule to the entire Executive Committee and Board.
- Request invoices to the PTA include one job/event at a time and include the name and the committee/school requesting the job.

Exhibit III: Ways & Means Guidelines

Adapted from NYS PTA Handbook Finance and Insurance Section 5 May 2011

Ways and Means

The primary emphasis of PTA should be focused upon the promotion of the Purposes of PTA, not upon fundraising. However, all PTAs need to do some fundraising. PTA funds should always be used to further a PTA's educational purpose and should be raised in a manner that promotes a PTA Purpose. The PTA should begin the year with specific program goals in mind before deciding what fundraisers will be conducted to raise the necessary funds.

For most PTAs, the best solution is a single money-raising project. One well-planned event, along with the local portion of dues, usually raises sufficient funds to finance the year's activities. The

fundraising event should reflect the high principles of the unit. It should have educational, social, or recreational value. Be careful to avoid parent burnout. Too many fundraisers may drive away members. With fundraising, less can be more. Fundraisers should not be conducted simply to raise money for which there is no planned use. Check with other groups in the area to see what fundraisers they are doing in order not to compete with one another. Timing as well as product needs to be considered.

Relationship of members/students to fundraisers

PTA members are volunteers dedicated to improving the environment for their children. As such, no individual PTA volunteer shall profit monetarily from any fundraiser. PTA boards should select and approve fundraisers to preclude any potential "conflict of interest." Children must never be placed in a position of risk to further any fundraising project. How money is handled, earned, or expended must be determined solely on the basis of maximizing the benefits available to children. The primary emphasis of PTA should focus on PTA purposes, not on fundraising. Units must refrain from organizing and participating in any fundraising activity that may entice a student to go door-to-door (1998 New York State PTA Resolution). Award programs, if used, should thank and recognize all families for their help and participation, not just a few "top sellers." Do not use a program in which the value of a fundraising award may entice door-to-door sales.

The Chairman of any GCPTA Ways & Means / Fundraising Committee's Duties:

- Establish a plan of work.
- Coordinate and work with a committee.
- Comply with local, state, and federal laws and with school district rules.
- Check to see that the company is a recognized fundraising company. How long has it been in business?
- Ask for and check references.
- Obtain the name of the company's local sales representative.
- Establish who will take care of problems that may arise: the company, the sales representative, or the PTA.
- Verify that the President has signed the contract or agreement. Remember, only the President may LEGALLY sign a contract.

Ask the following questions when planning a fundraiser:

- Does the fundraising event conform to the basic policies and purposes of the PTA?
- Does the activity serve as a good example for children and youth?
- Does the project have the approval of the General Membership?
- For what purpose will the money be used? How much will be needed? How long will it take to raise it?

During the fundraiser the respective GCPTA Fundraising Committee Chairman should:

- Make certain that all money collected is turned over to the Treasurer immediately.
- See that all money is always counted by two people from separate households, one of these

- being the Treasurer, and a receipt verifying the amount is signed by both.
- Ensure money is promptly deposited to the PTA bank account.
 - Present all bills to the Treasurer to be paid by check-NEVER BY CASH!

Following the fundraiser the respective GCPTA Fundraising Committee Chairman should:

Report to the board and the unit all expenditures and profit from the fundraising event at the meeting immediately following the activity.

PTA must never be involved in the sale or purchase of alcohol, nor promote it as a means to fundraise.

The 3-to-1 Rule:

When planning the year's activities, PTAs need to use the 3 to 1 Rule. That is, there should be at least three non-fundraising projects aimed at helping parents and children or advocating to every one fundraising event. (National PTA Policy and IRS Guideline)

Fundraising should:

- Be carried on within the framework of PTA policies.
- Not be undertaken by a PTA if it is detrimental to character building.
- Make children's roles be either a natural outgrowth of regular schoolwork or a constructive leisure-time activity.
- Not allow children to be exploited or used as fundraisers.
- Create goodwill for the PTA.
- Be approved by the unit members.
- Funds must be raised ethically and must conform to community standards.
- All income and expenditures must be recorded accurately.
- Proceeds from a fundraiser must NOT be used to finance the work of any other organization or group.
- Units shall not consider lottery sales as a fundraiser.
- Federal, state, and local laws, including school district policies, must be followed.

Why Funds Are Needed

PTA funds should be used for PTA purposes. Money should be raised ethically, recorded accurately, and spent wisely. The following are some functions for which funds should be budgeted:

- Leadership Training:
 - Legitimate expenditures for payments of delegates' expenses to Summer Leadership Conference, PTA conventions (State and National), Region PTA conferences and workshops. Other areas include payment of delegates' expenses to meetings on education, health, safety, and similar topics, and/or conferences.
- Legislation, Programs, and Parent Education:
 - Expenses may include speakers, film/video rental, materials for a PTA library, and special programs such as Reflections for the children and General Membership.

- Bonding/Insurance:
 - It is required that the unit pay the yearly premium for fidelity bonding for the Treasurer and all other persons authorized to handle funds and securities of the unit, as well as liability or property insurance.
- PTA Administration:
 - Expenditures for the Secretary's and Treasurer's record books, duplicating materials, office supplies, postage, telephone calls, and other necessary expenses of the President, Officers, and Chairmen.
- Expenditures of all Committee Chairmen:
 - Funds are needed for the preparation of newsletters and other material explaining PTA activities. Subscriptions to the New York Parent Teacher are available through the New York State PTA Office. Our Children is a National PTA publication and can be obtained through the National PTA. Funds should be set aside for Chairman's guides, additional copies of the New York State PTA Resource Guide, and a second mailing from State PTA for the Secretary or Vice President. Funds should be included for New York State PTA and National PTA National PTA's Life Achievement Award to PTA leaders and other civic leaders for outstanding service to children and youth. Other special honors include Distinguished Service Awards, a past-president pin, and other recognitions that further the Purposes of PTA.
- Specific to the Garden City PTA Unit:
 - Funds may be spent for other activities specific for the PTA's purpose and needs of the PTA.

Exhibit IV: Voting Guidelines

Executive Committee Voting Procedures (In-Person and Online)

In-person Executive Committee Voting Procedures:

- Executive Committee members who are requesting a vote must contact the PTA President and get the approval of the President to put forth a vote, as well as determine if that vote will be in person or online.
- If an in-person vote is conducted at a scheduled Executive Committee, it will be conducted through a show of hands.
- Unless otherwise outlined in the Bylaws or PPM, a simple majority is required to pass the vote.

Online Executive Committee Voting Procedures:

- Executive Committee members who are requesting a vote must contact the PTA President and get the approval of the President to put forth a vote, as well as determine if that vote will be in person or online.
- If an online vote is required due to timing constraints or otherwise, the President will inform the Secretary to prepare and disseminate the online vote.
- The Secretary will inform the Executive Committee of the proposed online vote.

- The Secretary will outline the parameters of the discussion and vote (i.e., duration of online discussion, date of online vote, etc.)
- If discussion has not already occurred in prior Executive Committee meetings or the context of the vote topic has fundamentally shifted, a 48-hour discussion period will precede the online vote.
 - The Secretary will stipulate the discussion deadline.
 - All discussions should be shared with the entire group, using “reply-all” to share comments or questions if conducted via email. Discussion with the full Executive Committee group chat on WhatsApp or similar text messaging platforms is permitted.
 - The Executive Committee member requesting the online vote should answer all questions and comments promptly within the discussion period.
- The Secretary will announce the conclusion of the discussion period and move the motion to a vote.
 - A 24-hour voting period will follow the discussion period.
 - The Secretary will stipulate the voting deadline.
- Google Forms (or other similar secure voting platform selected by the Secretary and President) will be used to facilitate the vote in a secure manner with built-in records retention functionality. The Secretary will provide all voting members with the link to access the online voting form.
- Unless otherwise outlined in the Bylaws or PPM, a simple majority is required to pass the vote.
- The Secretary will notify the Executive Committee of the outcome of the vote upon its conclusion.
- If needed, the Secretary will get the approval of the President to put forth an online vote to the Executive Board following completion of the Executive Committee vote.
- All of the above online voting procedures will also apply to an Executive Board vote.

Note: The Past-President, while welcome to join Executive Committee meetings, is not a voting member of the Executive Committee. They are permitted to vote with the Executive Board.

Executive Board Voting Procedures (In-Person and Online)

Executive Board Voting Procedures

If a subsequent Executive Board vote must take place following the Executive Committee vote, it may be conducted in-person or online depending on timing constraints or other factors. The procedures outlined above for either Executive Committee in-person and online voting should be followed in these instances.

Executive Board Voting Procedures in the Instance of Co-Chairs (both In-person and Online)

If a committee has two or more Chairpersons (Co-Chairs), they are deemed Chairperson and Assistant Chairperson(s) for purposes of voting. Only the individual deemed the member may vote (one vote allowed per Committee). In the instance of a Co-Chair situation, each Committee must nominate one (1) Chairperson who will cast a vote on behalf of that Committee during the

Executive Board voting period.

- In accordance with Robert’s Rules of Order Newly Revised, it is important to remember that one person may fill only one position. In the PTA, only one name may be listed for each office or Chairmanship and only one person may vote. However, duties of the committee and or Chair responsibilities may be equally divided. The Co-Chairs will support each other and share responsibilities to achieve the objectives of the committee.

Note: that every Executive Committee member shall vote as a member of the Executive Board; both Executive Committee and Executive Board members shall vote as a General Member.

General Membership Voting

The Secretary will inform all responsible parties when a General Membership vote will take place and provide summary and supporting detail to the Communications Team for dissemination to the General Membership.

- In accordance with the bylaws, votes must be announced ten (10) days prior to the meeting. Notice can be given in the following methods: district calendar and/or PTA communication channels (Newsletter, Social Media, Garden City News, or website).
- In accordance with the Bylaws, thirty (30) members shall constitute a quorum for the transaction of business in any meeting of the association.
- If a meeting is being conducted in an all-virtual or hybrid format using Zoom or similar online meeting tool:
 - Both online and in-person attendees will be counted towards quorum.
 - All in-person attendees must sign in to provide an accurate count of physical attendees
 - All virtual attendees must sign in by typing their name in the chat
- Only current members of the PTA can participate in PTA votes.
 - For in-person-only meetings, individuals will be asked to self-identify as members via the sign-in sheet before taking any ballots.
 - For all-virtual or hybrid meetings, individuals will be asked to self-identify as members via a question on the Google Form (or other similar secure voting platform selected by the Secretary and President) questionnaire being used for voting.
- The vote will be conducted using the following tools:
 - In-person-only Meetings: paper ballots will be available for all attendees
 - Hybrid Meetings: paper ballots will be available for all in-person attendees; a Google Form link (or other similar secure voting platform selected by the Secretary and President) will also be available for use by both virtual and in-person attendees. In-person attendees may only vote once using either the paper or online format.
 - All-Virtual Meetings: a Google Form link (or other similar secure voting platform selected by the Secretary and President) will be available for all members to use during the vote period.

- If a Google Form (or other similar secure voting platform selected by the Secretary and President) is used for online voting:
 - The Google Form (or other similar secure voting platform selected by the Secretary and President) will require an email address to ensure individuals may only vote once, but the email will not be recorded with their vote to ensure anonymity.
 - The Secretary will provide the Google Form Link (or other similar secure voting platform selected by the Secretary and President) in the meeting chat, QR code or other forum
 - The Secretary will specify the duration of the vote, which is not to extend past the conclusion of the meeting.
- Unless otherwise outlined in the Bylaws or PPM, a simple majority is required to pass the vote.
- Guests at a PTA meeting may not vote or make motions. They may speak with the approval of the President, Executive Committee, Executive Board or voting body.
- The Secretary should document the resolution made, the method of voting and the results in the minutes of the meeting.
- The VP Communications may publish the results of the vote online.

Meeting Minutes and Meeting Highlights

School PTA meetings often are planned around special presentations, guest speakers, or workshops sponsored by the PTA. School PTA Meetings also serve as public meetings for which PTA business is conducted. It is preferred to conduct PTA business in the beginning of the meeting prior to the special presentation, guest speaker, or a workshop sponsored by the PTA. If PTA business shall take place (like a vote) the meeting shall be divided into two sections:

- **PTA General Meeting Portion:** for which minutes must be prepared in accordance with the Rules of Roberts and Policies and Procedures Manual; and
- **Presentation Portion:** for which “highlights” should be prepared to provide members not present at the meeting a brief overview of the meeting’s events.

PTA General Meeting Minutes

PTA General Meeting Minutes should serve as a public record to document the interactions where the membership is deciding on how the PTA is going to be carrying forward with an action. This could include voting on allocation of funds, changing a vendor, voting on candidates for positions, presentation of committee reports, etc. If any business needs to be conducted during this meeting, it is important to remember that only PTA members may vote.

Minutes must include:

- Kind of meeting – general, regular, special, annual or adjourned.
- Name of governing body (general, Executive Board or Executive Committee)
- Date, place and hour of meeting.
- The names of the Presiding Officer and Secretary pro tem (member taking minutes).
- The attendance counts to establish a quorum to conduct business (30 members).

- Statement concerning the minutes of the previous meeting, whether they were approved as read or as corrected or whether reading them was dispensed with and why.
- Include a list of reports or handouts provided to members, note the motion being put forth, the method of voting, the final outcome of the business conducted (like voting results).
- Hour of adjournment.

Minutes should:

- Be as brief as possible and should be reported in the order in which business is presented at the meeting.
- Include the action taken by the association, not what is said by the members, is recorded.
- Include the exact wording of every motion, the name of the member who introduced the motion, and the actions taken on the motion.
- Approved by the Presiding Officer at the meeting and the President before being presented at the next general meeting.
- Minutes of the previous meeting are read or distributed for approval at the opening of the next scheduled general meeting.
 - Distribution can be in the form of printed copies provided at the meeting or electronic copy shared prior to the meeting with the meeting agenda.
- Any corrections should be incorporated into the official copy.
- Approval Process will cover the following:
 - Minutes of the Executive Committee are approved by the Executive Committee.
 - Minutes of the Executive Board are approved by the Executive Board.
 - Minutes of the association (General PTA Meetings) are approved by the General Membership at the next PTA meeting.
 - Minutes of a special meeting are approved at the next PTA meeting. Minutes are not approved at a special meeting.
- The minutes are signed by the Secretary using “approved” or “approved as corrected” and the date of approval should be written at the end of the minutes of each meeting and kept on hand for seven years before archiving.
 - Final minutes with reports attached should be maintained in Google Drive: Team Drive: Permanent Folder.

Presentation Highlights

Highlights are brief summaries of meeting’s events, presentations to provide an overview for those who could not attend.

Highlights should:

- Contain no additional content or information than minutes.
- Can be reviewed by principals, however, approval is not necessary.
- Shared with the membership though monthly newsletters - school sections.
- Can include slide show presentations, video, and or audio recordings, if available.

Can remain on the school page of the PTA website until the following month's newsletter report or next school PTA meeting.

Choosing the Method of Voting

It is the privilege of the Presiding Officer to choose the method by which a vote will be taken. This choice is usually made on the basis of the size of the group, the nature of the motion being voted on, and the anticipated closeness of the vote. However, any member has the right to suggest the voting method to be used by making a motion. It requires a second, is not debatable, and is passed by a simple majority vote.

In-Person Voting Methods

- **Show of Hands:** An alternate method that can be used in place of a rising vote in very small assemblies.
- **Ballot:** Used when secrecy of the members' votes is desired, such as in elections.

Online Voting Methods

- **Online Form:** Any secure voting, form or survey platform that will restrict voting to 1 vote per participant is permitted. The Secretary and President may review and select the platform for any given vote based on the needs of that meeting and vote information. Google Forms is considered the default for all online voting needs unless otherwise decided by the President and Secretary.

Voting Results

When determining the result of a vote, you should be concerned only with the votes cast, not the number of people present, and since no one is required to vote.

Majority

This means more than half the votes cast. Majority vote is commonly used in elections and on most motions.

Eight Steps to a Motion

Only members are legally qualified to make motions, discuss and vote.

1. Member obtains the floor.
2. Chair assigns the floor. Member is recognized by the Chair, who nods or announces Member's name.
3. Member makes the motion.
3. Another member seconds the motion. "I second the motion." If there is no second, the Chair says, "Motion is not on the floor for lack of a second."
4. Chair states the motion.
5. Chair opens debate or discussion of the motion. "Is there any discussion?"
6. Chair calls for a vote. "All in favor say 'aye.'" OR "All those opposed say 'no.'" OR
7. Chair announces result. "The 'ayes' have it and the motion is carried, and we will..." OR "The 'nos' have it and the motion is lost."

Amendments

Before the vote is taken on a motion, it may be amended by:

- Inserting or adding a word or words, or paragraph
- Striking out a word or consecutive words
- Striking out words and inserting others in their place • Substituting one paragraph or another motion for the original

Exhibit V: Record Retention Policy

Certain PTA records should be stored in a safe place and kept. Refer to [NYS PTA Resource Guide: Finance](#) for the most updated policy

It is very important that certain records be retained. It helps to develop a records retention policy. Listed on this page are items that should be reviewed on a periodic basis and kept in a safe place. Records to be retained retention period:

One Year:

- Bank reconciliations
- Correspondence with customers or vendors
- Duplicate deposit slips

Three Years:

- Correspondence (general)
- Employee records (post-termination)
- Employment applications
- Petty cash vouchers

Seven Years:

- Accounts payable records
- Cash receipt records
- Checks (canceled) (see exception, next line)
- Contracts and leases (expired)
- Inventories (products and materials)
- Invoices
- Purchase orders
- Sales records
- Vouchers for payments to vendors, Officers, etc. (includes allowances and reimbursements to Officers, members, etc., for travel and other expenses)

Ten Years:

- Financial statements (year-end) and budgets
- Grant award letters of agreement

Permanently:

- Annual audit reports
- Bylaws, including all amendments
- Checks (canceled) for important payments, i.e., taxes, special contracts, etc. (checks should be filed with the papers pertaining to the transaction)
- Contracts and leases still in effect
- Corporation reports filed with the Secretary of State
- Correspondence (legal)
- Equipment owned by PTA
- Insurance records, accident reports, claims, policies, certificates,
- Journals
- Minute books of directors and committees
- PTA charter
- Record retention policy
- Standing rules (current)
- Tax-exempt status documents
- Application for tax exemption (federal and state)
- Letter of determination (recognition) of tax-exempt status (federal and state)
- Group tax exemption documents, if applicable
- Letter assigning IRS Employee Identification Number (EIN)
- Form 990/990-EZ and Schedule A, and/or Form 990-N (e-Postcard) as filed with IRS
- Form 990-T, if applicable, for unrelated business income
- Correspondence with IRS
- State tax forms filed, if any
- Other information returns filed with the government
- Charitable Solicitation Registration, if applicable
- Trademark registrations

Exhibit VI: Expense Reimbursement Policy

Volunteers may submit expenses incurred personally or to be paid to a third-party vendor if the expense is:

- related to PTA business;
- was included in the PTA Operating Budget and therefore approved by Membership; and
- is within the amount budgeted for the expenditure.

Note: Obtain current PTA Operating Budget Treasurer at the beginning of the year and know the budgeted amount assigned to your committee/position, if any.

Approval must be sought in advance of any expenses being incurred via the Treasurer and President.

Request for reimbursement must be submitted to the Treasurer:

- using the Expense Reimbursement Form Payment with supporting documents/receipts attached;
 - within one week after the expense has been incurred or 7-10 business days before the due date to a third-party vendor.
 - All expenses must be submitted by June 15th. Checks will not be issued after the 15th.

Note: Obtain copies of current PTA Expense Reimbursement Form from the shared Google Drive or via the Treasurer at the beginning of the year.

Note: The GCPTA is a sales tax-exempt organization. Provide vendors with tax-exempt form prior to purchase. Sales tax paid may not be reimbursable. Contact the Treasurer for a form before purchasing.

Exhibit VII: Sign-Up Genius

Each Director has a Sign-Up Genius (SUG) account for their school. SUG is used to organize volunteers for school-based committees and a few PTA Events like Staff Appreciation. SUG Instructions for school accounts are in the [Directors' Handbook](#).

Pro Sign-Up Genius Account

The PTA Pro Sign-Up Genius account is used for all PTA events and is available for all school SUG's when the Pro Account features are required. The SUG Coordinator is the administrator of the PTA Pro Sign-Up Genius Account and helps with school SUG accounts, as needed.

- Upload Logos/Images on Sign-Ups
- No Advertising on Sign-Ups
- Design a Custom Sign-Up Theme
- Display Multiple Tabbed Sign-Ups
- Admin-Only Hidden Fields
- Cloud File Storage
- Sync Entire Sign-Up to Calendar
- Auto-Hiding of Dates on Sign-Ups
- Sign-Up Start/Stop Dates
- Sign-Up Locking by Date
- File Attachments on Sign-Ups
- Advanced Quantity Limits
- Email Attachments
- Create custom committee names