

Connetquot Special Education PTA
780 Ocean Avenue
Bohemia, New York 11716

February, 2017

Dear SEPTA Member,

SEPTA is a district-wide organization whose members include parents, guardians, teachers, Administrators and other community members. The goal of SEPTA is to keep parents informed about education issues and encourage communication between all members of the Connetquot community.

In accordance with the Connetquot SEPTA By-Laws, a Nominating Committee will be formed to select a slate of officers to serve on the SEPTA Executive Committee for the positions of President, Vice President, Treasurer, and Recording/Corresponding Secretary for the 2015-2016 academic year as well as Board reps for SEPTA and District Committees.

Brief descriptions of the positions are listed below. Nominated individuals must be a current paid SEPTA member in good standing.

President: presides over all meetings, supervises business affairs of SEPTA, coordinates work of officers and committees and appoints committee chair people including special committees.

Vice President: acts as aide to President and performs duties of President in absence or inability of that officer to act.

Treasurer: authorized custodian of SEPTA funds on behalf of membership and executive board, keeps full and accurate account of receipts and expenditures of SEPTA, presents financial status at every meeting and presents annual Budget Report once a year. Responsible for maintenance of books and records and submits all to Audit Committee for review, deposits all collected funds immediately and pays all bills as directed with 2 signatures on each check.

Recording/Corresponding Secretary: records and maintains permanent record of minutes of all SEPTA meetings including documents presented at each meeting and records all votes taken. Conducts all correspondence of SEPTA under the direction of the President, maintains file of all correspondence pertaining to the work of SEPTA.

Board of Education Rep: attends BOE meetings from September to June. Reports to SEPTA membership of the meeting proceeding.

Budget Advisory Committee Rep: attends BAC meetings (if convened), reviews school district budget and reports findings to membership. Meeting times may vary.

PTA Council Delegate and Alternate: attends council meetings the first Thursday of every month and reports proceedings to membership.

Fundraiser Committee: sets up and reports to the Board and membership all fundraiser projects that contribute to our scholarships and awards.

Membership Chair: collect and record all dues paid by parents, teachers and staff. Issue membership cards to all paid members. Report number of members at SEPTA meeting each month. Log is given to President and Secretary so they can alert members of upcoming meetings and events.

Scholarship Rep: three members volunteer to read scholarship applications received from the High School Guidance Department and report their choice to SEPTA membership at the appropriate time.