

2009-2010 OFFICER NOMINATIONS

In order to run for an office the individual must be a paid member of the Greenwich PTSA for 2008-2009 school year. Below are the duties for each office (paraphrased) from the by-laws, however, any current officer would be happy to discuss or answer any questions in regards to the positions.

PRESIDENT: shall have general charge and supervision of the business and affairs; sign and execute all contracts, agreements and other obligations; shall preside over all meetings of the association and any sub-committees.

VICE PRESIDENT: shall act as aide to the president; perform all the duties of the president in his/her absence.

SECRETARY: shall record and maintain a permanent file of the minutes of all meeting; conduct the correspondence of the association; send notices of meetings.

TREASURER: shall have custody of all the funds of the association; keep a full and accurate account of receipts and expenditures; make disbursements as authorized by the president; present a financial statement at every meeting; file all forms to the IRS and NYS agencies; submit all accounts and work to audit committee or a professional auditor at end of year.

NOMINATIONS:

PRESIDENT:_____

VICE PRESIDENT:_____

SECRETARY:_____

TREASURER:_____