



PSG Elected Executive and Appointed Board Nomination Notice of Intent

February 2017

Dear W.R. Satz School Parents and Guardians,

It's hard to believe that we have passed the halfway point in the school year. It is at this time that the W.R. Satz PSG is seeking volunteers for its Executive and Appointed Board Positions for the 2017-2018 school year. Being a part of the PSG is a great way to stay connected to and involved in your student's Satz experience.

To be a member of the ELECTED EXECUTIVE BOARD, you must be available to attend monthly daytime meetings that are held at 9:30am on the third Monday of the month. To volunteer for an APPOINTED BOARD position, you should be available to attend most meetings, however not all positions require regular attendance. We do know that the success of the PSG is contingent on dedicated and committed parent volunteers.

The PSG Executive Board has formed a Nominating Committee whose charge will be to submit to the current Executive Board a slate of Executive Officers for the 2017-2018 school year at the April PSG Meeting. The committee will be responsible to nominate the most qualified candidate for each office. The proposed slate of officers will then be voted on by the PSG members who are in attendance at its May PSG Meeting.

If you are interested in serving in an Elected Executive Board position, please complete the second page of this 'Notice of Intent' and send to the Nominating Committee Chairwoman, Anissa Quirk (anissa.quirk@verizon.net).

If you are interested in an Appointed Board position, please email this completed form to me.

If you prefer hard copy, please place the form in a sealed envelope labeled "**PSG Nominating Committee**" and send it to the W.R. Satz Main Office. Please return it no later than Monday, March 20, 2017.

For your benefit, I have included a listing of each position and its description of responsibilities. Should you have questions, please email me at anissa.quirk@verizon.net.

Sincerely,

Anissa Quirk
W.R. Satz PSG President

Your Name: _____

Your Student's Name & Grade for 2017-18: _____

Email: _____

Phone #: _____

Elected Executive Board Positions

- ___ President
- ___ 1ST Vice President/Membership
- ___ 2ND Vice President/Fundraising
- ___ Corresponding Secretary
- ___ Recording Secretary
- ___ Treasurer

Appointed Board Positions

Positions for which you would like to be considered in order of preference:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

**Descriptions of all Elected Executive & Appointed Board Positions
are listed on the next two pages.**

W.R. SATZ PSG Board Positions - 2017-2018 School Year

ELECTED EXECUTIVE BOARD

PRESIDENT(S) - Oversees and coordinates all board committees. Acts as a liaison with the administration and represents W.R. Satz at various meetings throughout the year which include, but are not limited to: Superintendent's Presidents Council Meeting, Chartwells, Student Directory, etc. Prepares agendas and runs the monthly PSG Meetings.

1st VICE PRESIDENT/MEMBERSHIP - Recruit parents/guardians and faculty to join the PSG, collects dues and keeps records of PSG membership. Plans end of the year breakfast for the last PSG Meeting of the school year.

2nd VICE PRESIDENTS/FUNDRAISING - Coordinates and oversees all fundraising events for the school year. These include, but are not limited to the Write-A-Check Campaign. Works with fundraising committees.

CORRESPONDING SECRETARY - Responsible for sending email communications to PSG Membership.

RECORDING SECRETARY - Records minutes of the Monthly PSG Meetings, types them up in a timely manner and submits to the President(s) to be posted on the PSG website. Prepares and distributes 'Draft' copies at PSG Meetings for approval and adoption.

TREASURER - Prepares Annual Budget at the beginning of the school year. Prepares the Monthly Treasurer Report and presents such Report at the monthly PSG Meetings for approval and adoption. Maintains the checkbook and keeps track of all monies disbursed and deposited. Writes checks, makes deposits and balances check book. Should be available for all fundraisers where money is collected. Enforces the "Financial Procedures for The William R. Satz Parent Support Group" (effective Sept. 2013).

APPOINTED BOARD

ARISE LIAISON: Attend monthly meetings and report information at the monthly PSG Meetings.

HOLMDEL ALLIANCE LIAISON: Attend monthly meetings and report information at the monthly PSG Meetings.

HOLMDEL BOARD OF EDUCATION LIAISON: Attend BOE meetings and report information at the monthly PSG Meetings.

HOLMDEL CREATIVE ARTS ASSOC. (HCAA) LIAISON: Attend monthly meetings and report information at the monthly PSG Meetings.

HOLMDEL FOUNDATION FOR EDUCATIONAL EXCELLANCE (HFEE) LIAISON: Attend monthly meetings and report information at the monthly PSG Meetings.

HARLEM WIZARDS GAME CHAIRPERSON(S): Every two years the PSG sponsors a basketball game between the Satz Faculty & Staff versus the Harlem Wizards. The Chairperson(s) leads a committee and plans the event.

HOSPITALITY: Responsible for planning the Teacher Welcome Back Luncheon in the Fall and the Teacher Appreciation Luncheon in the Spring. Also sets up food and refreshments at the monthly PSG Meetings.

EIGHTH GRADE GRADUATION DINNER DANCE: Plans and makes all arrangements for the Dance that follows the 8th Grade Graduation. This includes securing a location, food, music, photographer, decorations and collecting fees (if any) from students.

NOMINATING COMMITTEE: Responsible for seeking out and recruiting new members to the PSG Executive Board.

SATZ SNACK SHACK: This group coordinates selling snacks to the students after school.

SPECIALIZED FUNDRAISING: Publicizes, collects and redeems Box Tops, Labels for Education, Stop & Shop A+ Program, E-script, Amazon Smile, Shoebox, Terracycle and other programs.

SPIRITWEAR: This group coordinates the selling of various apparel to promote school spirit.

SUNSHINE: Responsible for correspondence dealing with condolences, births & illnesses for faculty, students and PSG members. Tracks ordering, purchase and delivery of gifts approved by the PSG Executive Board. Also responsible for Secretaries Day, Librarians Day and School Nurses Day.

WELCOME BACK BBQ (aka END OF THE BEGINNING): Committee plans a BBQ at the beginning of the school year. Responsible for securing grillers, servers and chaperones, and doing food shopping.

FACEBOOK: Responsible for updating the PSG's Facebook Page on a timely basis.

TECHNOLOGY COMMITTEE: Responsible for updating the PSG Website on a timely basis. Required to go through a short informational training session with Rahvalor, the operator of the website.