

Annual Officers' Contact Information Update – Form A Instructions

You must update officer's information every year as soon as elections are held!

An outgoing officer will need to log into MemberHub to add the elected officers for 2018-2019 **OR** return the Form A paper copy to your Region Director by June 15 or as soon as elections are held. This will allow new officers to receive admin access to their MemberHub site and future officer email communications from New York State and National PTA as well as their local Region PTA.

Throughout the year, current officers can make necessary changes to their own contact information or add new officers when necessary in MemberHub.

All contact information that is provided is confidential.

Add Required Officers (President, Treasurer, Secretary):

Address and phone number is required for these three officer positions. The President will be the primary contact for your PTA.*

Add Optional Officers & Membership Chair

Co-President, President- Elect, Vice President, Corresponding Secretary and Membership Chair

*Please do not enter the school address or phone number as contact information. This creates a problem during times when schools are closed. In addition, please do not use the same contact information for multiple officers.