



**Become a member of the PTA  
Executive Board!**

**You can make a difference!**

**Share your ideas!**

**SUBMIT FORMS TO THE FRONT OFFICE BY JANUARY 29TH**

**I am interested in the position(s) checked below:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

- **President:** Lead the PTA toward specific goals set by its members; prepare the master calendar; participate in annual budget planning; coordinate with the various vice-presidents and board members to ensure successful execution of PTA events; attend monthly district PTA meetings; confer with Mrs. Martin and preside as an official representative of the association.
- **Executive Vice President:** Support presidential duties; engage in activities to sustain the implementation of all planned activities and goals of the association.
- **Recording Secretary:** Record and maintain monthly PTA meeting minutes; maintain bylaws; record total monthly expenditures; and maintain all association records.
- **Vice President Membership:** Establish membership goals; design membership and outreach promotions; and communicate the benefits and importance of the parents' voice in the PTA. Parent membership is the heart of the PTA.
- **Vice President Ways and Means:** Oversee the various chairmanships responsible for raising the funds needed to meet the proposed annual budget which may include stepping in and participating as needed. Time commitment varies throughout the school year.
- **2nd Deputy Ways and Means:** Support Vice President with duties stated above.
- **Vice President Programs:** Oversee, plan and implement Family Fun Nights; coordinate Parent Education Nights; and manage special events or educational student activities.
- **1st Deputy Programs:** Support Vice President with duties stated above.
- **Hospitality:** Provide a friendly, comfortable atmosphere at PTA meetings and events; coordinate with chairmanships responsible for parent and teacher relations; and preside as the official host of the PTA association.
- **Treasurer:** Develop a carefully considered budget for the school year with input from the budget committee; act as custodian of association funds; pay by check all bills duly authorized; keep a monthly balanced ledger with balance on hand, disbursements and deposits.
- **Financial Secretary:** Issue receipt for all monies received and deposited; maintain record of all funds counted using the "Cash Verification Form;" and deliver all deposits to the designated financial institution. Time commitment varies and must be available to secure monies after each event.
- **Corresponding Secretary:** Send notices of meetings, read correspondence at executive board and association meetings, create the PTA newsletter and distribute it to parents.
- **Auditor:** Perform audits as specified by the bylaws; review receipts and disbursements.
- **Parliamentarian:** Review and study bylaws and standing rules annually. Assist the president in preparing for meetings. Provide members with training on simple parliamentary procedures. Advise presiding officer, when requested, on questions of parliamentary procedure.
- **Historian:** Assemble and preserve the record of activities and achievements of the PTA and assist the president in preparing the Annual Report of volunteer hours.