



**It's time to elect the PTA Executive Board  
for 2012-2013!**

**You can make a difference by getting  
involved and sharing your ideas!**

**SUBMIT FORMS TO YOUR CHILD'S TEACHER OR THE  
FRONT OFFICE BY JANUARY 27<sup>TH</sup>**

**Questions?: Contact Diane Miller at [diane@BigAd.com](mailto:diane@BigAd.com)**

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

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

- President:** Responsibilities include leading the PTA toward specific goals set by its members; preparing a master calendar; participating in annual budget planning; coordinating with the various vice-presidents and board members to ensure successful execution of PTA events; attending monthly district PTA meetings; conferring with Mrs. Martin and presiding 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 promotion; and communicate the benefits and importance of the parents' voice in the PTA. Parent membership is the heart of the PTA.
- 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:** Supports Vice President with duties stated above.
- 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:** Supports Vice President with duties stated above.
- 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.
- Auditor:** Perform audits as specified by the bylaws; review receipts and disbursements.
- Historian:** Responsibilities include assembling and preserving the record of activities and achievements of the PTA and assists the president in preparing the Annual Report.
- 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.
- Hospitality:** Responsible for establishing a friendly, comfortable atmosphere at PTA meetings and events; coordinate with chairmanships responsible for parent and teacher relations; and presides as the official host of the PTA association. 2 positions available.
- Corresponding Secretary:** Sends notices of meetings, letters written, correspondence read at executive board and association meetings, PTA newsletter created and distributed to parents.