

LUDLAM ELEMENTARY PTA IS STILL IN NEED A FEW DEDICATED INDIVIDUALS.

**TWO POSITIONS FOR NEXT YEAR'S BOARD
REMAIN OPEN - VICE PRESIDENT/FUNDRAISING
AND VICE PRESIDENT/HOSPITALITY**

PLAY AN ACTIVE PART IN YOUR CHILD'S SCHOOL

Do you enjoy contributing to your child's school and community? Are you eager to help Ludlam Elementary School maintain its excellent reputation as a school that provides a first-rate education? If so, then the Ludlam Elementary PTA is soliciting nominations for positions on the PTA Executive Board. In addition to the two open positions, additional nominations are welcome for any of the other positions on the board for the 2009-2010 term: President, Vice President-Hospitality, Vice President-Membership, Vice President-Fundraising, Recording Secretary and Treasurer. Please refer to the back of this form for job descriptions. The slate of officers will be presented at the May 22, 2009 General Meeting.

If you have any questions or want to know more about what it is like to be a member of the PTA Executive Board, please contact Ed Fiol (EdFiol@yahoo.com or 305-215-2022), or any member of the current PTA Board.

IF YOU HAVE EVER THOUGHT ABOUT SERVING, NOW IS THE TIME

Name: _____

Phone Number: _____ Email: _____

Interested in the following Board Position: _____

Please return to the Ludlam Elementary school office in an envelope marked: PTA, attn. Ed Fiol by May 20, 2009. Or contact Ed through email (EdFiol@yahoo.com) or call Ed (305-215-2022).

DUTIES OF THE OFFICERS OF THE PTA EXECUTIVE BOARD

PRESIDENT:

Presides at all meetings of the Association and Executive Board. Coordinates the work of the Association and the Board. Creates partnerships within the Ludlam Community and fosters an environment where parent involvement is encouraged and respected. Ex-officio member of all committees.

VICE-PRESIDENT-MEMBERSHIP:

Conducts PTA Membership Drives. Compiles and maintains membership database/list. Attends all meetings of the Association and Board.

VICE-PRESIDENT-FUNDRAISING CHAIR:

Oversees and coordinates all school fundraising efforts. Works with fundraising committee chairs to coordinate all fundraising events. Attends all meetings of the Association and Board.

VICE -PRESIDENT-HOSPITALITY:

Organizes Welcome Back breakfast for teachers and staff. Responsible for teacher and staff birthday celebrations throughout the school year. Organizes Teacher Appreciation Week activities. Responsible for special school projects or activities as the need may arise. Attends all meetings of the Association and Board.

RECORDING SECRETARY:

Records and distributes all minutes of the Association and Board meetings. Maintains a copy of current bylaws and membership list. Attends all meetings of the Association and Board.

TREASURER:

Keeps records of income, receipts and disbursements. Pays authorized bills, prepares transactions reports, keeps track of budget, prepares an annual report and end-of-year audit. Files required IRS forms. Collects all money from persons delegated to collect or raise funds during a PTA activity. Attends all meetings of the Association and Board.