

## PTA Board positions are open for the upcoming school year 2009-2010

### **President (2 year term):**

- Creating partnerships within your school community and fostering an environment where parent involvement is encouraged and respected.
- you will oversee
  1. unit organization
  2. meetings,
  3. membership,
  4. programs,
  5. finances and
  6. elections.

### **Membership/Vice President (1 year term):**

- Create and maintain a membership database.
- Attracting new members and retaining existing members are among the most important duties.

### **Recording Secretary (1 year term):**

- The secretary is responsible for recording minutes of PTA meetings
- keeping records including all originals of approved minutes
- maintaining copy of current bylaws, and membership list.

### **Treasurer (2 year term):**

- Responsible for PTA's financial records
- having three authorized signatures on file at the back according to the bylaws. Obtaining two authorized signatures on every check
- Collecting all money from persons delegated to collect or raise funds during a local unit activity.
- Depositing all money in bank account approved by the board.
- Maintaining an accurate record of all receipts and disbursements
- Preparing an annual report and end of year audit.

**Corresponding Secretary (1 year term):**

- Flyers
- Communications to community

**Hospitality (1 year term):**

- Organizing welcome back breakfast for teachers and staff
- Responsible for teachers and staff birthday throughout the school year
- Organizing Holiday breakfast
- Responsible for Teachers appreciation week activities

**Fundraiser (1 year term):**

- Creating at least two fundraising events a year
- Contacting vendors and business partners
- Gathering volunteers and creating a committee

**◇ If you have any questions or would like to be considered for any of these positions. Please contact Ed Fiol  
edfiol@yahoo.com.**