

PTA Board Positions

All board positions are for a term of two years.

President – Coordinate the work of officers and committee members; preside at all meetings; be authorized to sign all checks and legal documents approved by the association.

Treasurer- Keep permanent books and account records for all financial aspects of the association; chair the budget committee and prepare all budgets; receive all monies and make deposits; pay all bills authorized; secure two signatures on all checks; preside at all meetings and give brief overview of financial report.

3rd Vice President /Volunteer Coordinator – Coordinates room reps and volunteers for PTA functions.

Historian – Assemble and preserve records of activities, achievements and volunteer hours of the association; custodian of records and other materials pertinent to the history of the association.

Growing Great Classrooms –Coordinate and oversee a group of trained volunteers (docents) that teach a lesson for grades 3-5 on the aspects of nutritional and healthy eating habits.

Hospitality – Provides refreshments at monthly PTA meetings.

Parent Envelopes – Organize volunteers to stuff envelopes with all literature that goes home to parents weekly on Wednesday, Gather and empty envelopes on Friday, making sure correspondence gets to where it has to go.

School Calendar – Prepares and prints a monthly calendar listing all school events along with a message from Principal, Dr. Jones. This calendar goes home with each student at the beginning of the month.

Website – Maintains website and updates information, posting weekly envelope updates and monthly calendar information.

Yearbook – Photograph all events; format photos and data for printing; promote and distribute all year books; account for all monies and forward to treasurer.