



CALLING ALL PTA MEMBERS!

We are looking for PTA members who would like to run for office.
Positions available include:

President
Treasurer

1st Vice President
Recording Secretary

2nd Vice President
Corresponding Secretary

3rd Vice President

Name: _____

Phone: _____ E-mail: _____

Position of interest: _____

Position Related Experience:

Applications are due in the office by **March 9, 2007**

Brief Description of Offices:

President: preside at all meetings; be a member of all committees except nominating committee; coordinate the work of the officers and committees

1st Vice President: act as aide to the president; in designated order, perform the duties of president in their absence; perform delegated duties as assigned (membership)

2nd Vice President: act as aide to the president; in designated order, perform the duties of president in their absence; perform delegated duties as assigned (programs)

3rd Vice President: act as aide to the president; in designated order, perform the duties of president in their absence; perform delegated duties as assigned (ways and means)

Treasurer: have custody of all funds of the association; keep accurate accounts of the receipts; make disbursements as authorized by the president and executive board; remit by Dec. 1 to the PTA/PTSA dues for memberships and dates to follow; prepare an annual financial report to close fiscal year.

Recording Secretary: record minutes of the meetings; keep the official copy of the bylaws in their files

Corresponding Secretary: maintain a membership list as required by the PTA/PTSA; inform and maintain correspondence with the executive board