

President:

- Preside at all meetings of the PTA.
- Attend district PTA council meetings.
- Coordinate the work of the officers and committees of the PTA.
- Communicate with the principal on all PTA events.
- Oversee events and fundraisers chaired by other PTA members.
- Meet with the treasurer to go over budget and expenditures.

Treasurer:

- Keep a full and accurate account of all expenditures.
- Plan yearly budget.
- Have checks and vouchers signed by two people, the treasurer and one other.
- Present a financial statement each month at the PTA meeting.
- Submit books annually for audit.
- File income tax return.

Secretary

- Keep an accurate record of the minutes of all meetings of the association and of the executive board.
- Conduct the correspondence delegated to him/her.

Vice President

- Act as a parent & staff liaison.
- Coordinate volunteers for various events.
- Assist in overseeing PTA events as needed.
- Assume duties in the absence of the President

Membership Chair (NON-BOARD POSITION)

- Promote PTA membership at beginning of the year events.
- Collect and organize PTA membership forms.
- Communicate membership count each month to the treasurer for record keeping and dues.

5th Grade Chair (NON-BOARD POSITION)

- Work with 5th grade teachers to schedule 5th Grade activities.
- Organize fundraising for 5th grade funds.

Yearbook Chair (NON-BOARD POSITION)

- Collect images from events, classrooms, field trips, assemblies etc. throughout the year.
- Organize yearbook and hip hip hooray sales.
- Complete and order yearly yearbook.

Fundraising Chair (NON-BOARD POSITION)

- Organize committees for fundraising events.
- Reach out to possible school sponsors and collect donations.
- Seek out fundraising opportunities and present them to the PTA.
- Other fundraising responsibilities as needed.

Reflections Chair (NON-BOARD POSITION)

- Promote the current year's PTA Reflections theme to students and teachers.