



The PTA board is always looking for volunteers who are interested in serving on the PTA Board and Committees. All positions are listed below. If you are interested in any of the positions or would like more information, please contact kjohnson1@nps.k12.va.us or Dr. Kirk, @jkirk@nps.k12.va.us. We are currently looking for nominations and will be voting on new board members for the upcoming school year (21-22). You must be a member of the PTA/PTSA to be a board member.

Elected Positions – Officers

Board Meeting once a month with Principal (usually the 1st Thursday of the month). General PTA Meeting as required by By-laws (usually the 2nd or 3rd Thursday of the month).

Positions opening for the 2021-2022 School Year:

President

Vice-President(s)

Secretary

Treasurer

OFFICERS

President

Description: The Presiding officer of the PTA. Preside over board meetings and general meetings. The President must have a general knowledge of all committees on the Time Commitment: 8-12 hours per month, varies. Busiest Times of Year: the beginning of the year but flattens out; additional special projects; Manage overall objectives and strategies of PTA (including fundraising objectives, community-building events, educational events, etc.); Act as liaison between parents and principal/staff; Recruit PTA Committee Chairs; Create agenda and facilitate monthly PTA meetings and monthly PTA board

inclusion in back-to-school packet; Collaborate with Principal to create annual school calendar; Collaborate with Treasurer to create annual PTA budget; Speak at Back to School Night and other events Attend Council PTA meetings, a consortium of the PTA Presidents from all PPS schools. PTA approval of all contracts, and expenditures.

Other Attendance: School events sponsored by PTA (not all are mandatory)

Vice President

Description: Coordinate school-wide, educational programs to be held during school hours. Schedule Sitters for all PTA Meetings. May be called upon to temporarily assume the role of the President. Support key communication needed for fundraisers, special events, and mass mailings. Other Attendance: Preferably at school programs (after hours)

Secretary

Description: Responsible for keeping accurate records of the proceedings of the association. Records all business transacted at each meeting (minutes), presents those minutes at the monthly and general meetings. Submitting new membership to Colorado PTA. Time Commitment: 2-3 hours per month, busiest following each PTA meeting. Submit approved minutes for inclusion on the PTA website. Attend executive board meetings, participate in discussions and decision-making, take minutes for preparation and distribution to the other officers. Prepare the sign-in sheet and arrange the room for the general meetings. Forward required documentation to Colorado PTA main office. Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTA meeting. Manage/oversee the Nominating Committee process. Other Attendance: As Needed

Treasurer

Authorized custodian of the funds of the association. Write checks, review contracts, balance bank statements, draft and manage budgets, maintain accurate financial records, present financial reports at board meetings and general meetings. Time Commitment: 10-15 hours per month, including attending PTA meetings. Busiest Times of Year: Ongoing, some summer work preparing the budget for Fall, taxes in October. Collaborate with the PTA President to generate the annual PTA budget. Prepare the annual audit and tax return. Pay bills and reimbursements as required. Oversee ongoing PTA finances, ensure adherence to approved PTA budget. Prepare and present the budget report for each PTA general meeting. Record deposits that come in from events or services. Send donor acknowledgment letters.