

✧ **Washington Township School District** ✧
Parent Teacher Association
16 Castle Street
Washington, NJ 07882

March 12, 2019

The Washington Township School District PTA is pleased to announce the 2019-2020 Board Member Election. Positions for both Vice President and Treasurer are currently open for the two-year term. As a board member you will have the opportunity to support our students through hands on planning and execution of our many events.

The position Vice President is a strong support role of the President of our PTA. The duties include but are not limited to:

- Act as aide to the president;
- Perform the duties of the president in the absence or inability of that officer to serve;
- Perform such other duties as may be assigned by the association.
- Help the president lead the PTA toward specific goals chosen by its members. The goals must be consistent with the policies and purposes of the PTA.
- Attendance at PTA events and meetings is expected.
- Works with other Officers and Chair people to lend assistance where needed.
- The vice president works closely with the president to become familiar with all aspects of the presidency so that he/she can assume the role as needed throughout the term.

The position of Treasurer is a necessary role for our PTA. The duties include but are not limited to:

- Managing all aspects of PTA financials, including creating & ongoing evaluation of budget
- Process all bank transactions and record in Quickbooks
- Create monthly treasurer reports for PTA meetings
- Reconcile monthly bank statements
- File end of year taxes

If you have interest in either position, please submit a letter of intent with your individual assets and the reason that you would be the best candidate for this position to our nomination committee headed by Ms. Karin Burd. All letters must be submitted by April 7, 2019 for consideration. Submissions can be directed to Ms. Burd at wtsdroomrep@gmail.com.

Thank you for your consideration as well as the commitment, time and energies you put into our school. We are grateful for you and all that you do.

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