

❧ Washington Township School District ❧
Parent Teachers Association
16 Castle Street
Washington, NJ 07882

Dear Parents,

First and foremost the Executive Board would like to thank you for your continued support throughout this school year. The time has come for Executive Board nominations. The positions that are available are President, Secretary, and Treasurer.

Being a part of the PTA Executive Board carries a great deal of responsibility, but is also a wonderful position to have. You will be a part of an enriching, challenging, and fulfilling opportunity to support your child's school. If you are interested in stepping up and filling any of these positions, please reach out to an Executive Board member by April 4, 2014.

Paul Rinadli, our Warren County PTA President has offered to help welcome our new officers with some training, so that they feel confident in their new positions.

Moving forward with new officers is imperative for the future of the PTA and to ensure that these wonderful PTA sponsored programs that our children benefit from continue.

Responsibilities of Three Open Positions – President, Secretary, and Treasurer

President is responsible for making sure that all members have a voice, and dedicate your energy to the tasks to which you are responsible for (the amount to which you are responsible for depends on how much you would like to have). This should be a visible person within the school system.

Secretary is responsible for the handling of the incoming and outgoing correspondence. This person will record meeting notes, copy Back-to-School packets, create spreadsheets for volunteer lists, and maintain all records of minutes, newsletters, meeting notices, announcements, etc.

Treasurer is in direct control of the PTA's money. This person assures that all PTA funds are promptly deposited into the PTA bank account. They will keep an accurate and detailed account of all funds received and all funds disbursed. The treasurer will pay all authorized financial obligations of the PTA, and will prepare and file the appropriate federal tax forms in a timely manner. Lastly, they will preserve all receipts, invoices, bank statements, canceled checks, and other financial records.

Be sure to reach out to an Executive Board member if you are interested in any of the positions.

Sincerely,

Chase, Cathleen, Tiffani, and Jennifer

Chase Haffner,
President

Cathleen Kicak,
Vice President

Tiffani Higgins
Secretary

Jennifer Monahan,
Treasurer