

Wonder what it is like to be on the PTA Board?

Join us for a **virtual info session** to learn about the roles and responsibilities of the PTA board members. All positions are up for grabs for the 22-23 school year.

2 sessions available:

Monday, March 28th at 7:00 pm
Monday, March 28th at 8:30 pm

PTA Zoom Meeting Link

Meeting ID: 831 1554 1526
Passcode: Panthers

President

- Oversee PTA events to be sure they run smoothly
- Liaison between PTA & administration for budget, events, and yearly calendar
- Host member meetings monthly

**Ideal candidate has flexible schedule, ideas to share, and is a go-getter*

Treasurer

- Manage PTA finances in Quickbooks or Excel (write checks, make deposits, balance books, help with budget, reimburse members, etc.) and attend monthly meetings

**Ideal candidate is organized with money*



Vice President

- Assist President with events
- Help develop budget, events, and yearly calendar
 - Help host member meetings monthly

**Ideal candidate is ready and willing to jump in and help out*

Secretary

- Manage PTA communications (make flyers, reminders, meeting agendas and minutes)
- Handle membership documents and payments and facility use documents

**Ideal candidate is organized with paperwork & dates*