



# Rosa PTA is looking for volunteers for next year!!!

You don't have to sit on the Executive Board to help Rosa PTA! You can volunteer to help in lots of ways that don't take up a lot of time! If you would like to help please contact

[RosaPTA13@gmail.com](mailto:RosaPTA13@gmail.com).

We need volunteers for the following next year:

Box Tops, Manage Chaperones for Dances, Manage the Directory and many more!

The following positions are open for the 2016-2017 PTA Executive Board:|

## **President**

The President is the presiding officer and the official representative of the association. The President presides at all meetings. The President should have a positive relationship with the principal and staff and encourage PTA members to do the same. The President should promote a positive image of PTA within the community.

## **Vice President**

Vice President's responsibilities include assisting the President in their duties, assists in all PTA activities, presides over meetings if the President cannot attend, and also attends Zone PTA meetings in the event the President cannot attend.

## **Treasurer**

The Treasurer shall have the responsibility of the funds of Rosa PTA, shall keep an accurate record of receipts and expenditures to report at each meeting, and shall disburse funds in accordance with the approved budget as authorized by Rosa PTA. The Treasurer must file all required state and federal documents annually. This position shall be responsible for informing all board members of dates and details of financial responsibilities such as audits and budgets and act as a liaison to the general membership.

## **Vice President of Ways & Means:**

Ways & Means works cooperatively with the Board, especially the Treasurer to organize fund raising plans for the year's activities. Ways & Means oversees all fund raising activities throughout the year.

## **Vice President of Membership:**

The membership chair is responsible for retaining, promoting and increasing PTA membership throughout the school year, giving everyone the opportunity to participate. Other responsibilities include distributing PTA cards and attending school events to represent Rosa PTA.

## **Recording Secretary:**

The Recording Secretary shall take minutes and record all business transacted at each PTA meeting, making sure all minutes are complete. The secretary must prepare the minutes for approval at the next meeting. Together with the president, the secretary helps plan the meeting agenda and inform the president of any unfinished business at the meetings.

## **Corresponding Secretary:**

Corresponding Secretary is responsible for receiving and creating all PTA correspondence, sending out notices for all meetings, creating and sending flyers for PTA events and fund raisers and sending out cards, thank you letters, etc. The Corresponding Secretary also maintains the PTA gmail account.

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If you are interested in helping out or any of the above positions please contact our Nominating Committee at [RosaPTA13@gmail.com](mailto:RosaPTA13@gmail.com) with you nomination or any questions you may have. *Please submit all questions and nominations by April 4.* **The 2016-17 Executive Board slate will be announced at our April PTA Meeting.**