

CALLING ALL PARENTS

Be informed. Get involved.

No matter what your talents or skills are – even if all you have is some time – you are needed to help our school be the best it can be. The PTA Nominations are going on now through March 16th. Not all positions on the PTA Executive Board are up for election; however, the following gives you a better idea of what's involved in these positions.

Some of what the President does?

- Meets with Executive Board to plan agenda for general PTA meetings.
- Runs the PTA meeting.
- Delegates responsibilities to other PTA members.
- Authorized signer of checks.
- Unofficial member of all other committees (except Nominating).

Some of what the Vice President of Memberships does?

- Acts as assistant to the President and presides in her/his absence.
- Responsible for implementing Membership Drives with incentives.
- File paperwork for memberships to Michigan/National PTA.
- Keep all records and material pertinent to Memberships up to date

What does the Vice President of Enrichment?

- Acts as assistant to the President and presides in her/his/their absence.
- Coordinate & schedule guest speakers for PTA Meetings. 2-4/yr
- Responsible for the oversight of educational & enrichment programs.
- Act as an aide to the president & perform duties of the president in his/her absence.

What does the Secretary do?

- Keeps accurate record of all meeting of the Executive Board and General Membership meetings.
- Distributes meeting agendas and minutes to the Executive board and makes them available to membership.
- Performs any other necessary secretarial duties.

What does the PTA Treasurer do?

- Has custody of all monies of the PTA.
- Keeps accurate records of receipts and expenditures.
- Makes financial reports to the Executive board and the General Membership.
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It is easy to nominate yourself or someone else —speak to a member of the Nominating Committee (Kerri Layman, Jen Talyor, Kevin Blanding & Jen Pike) or -send an email to Kerri Layman at laymans@charter.net, or drop a not in the nominations mailbox in the school office with (1) name of Nominee (2) Nominee's phone number or email address (3) name of person nominating, and their signature.