



- **General Requirements for ALL board positions -**
  - Must be able to attend monthly PTA meetings (1 evening meeting, 1 morning meeting and the rest at 2pm)
  - Must be able to attend monthly PTA Board meetings. Board meeting dates and times are mutually agreed upon by board members at the beginning of the year.
  - Must be willing to volunteer at PTA events as needed including but not limited to - Kindergarten orientation, New Student Orientation, First Day of School Coffee, Back to School Night, Bagels and Books, Spring Fling, etc.
  - **\*IMPORTANT\*** All Board Positions are a two year commitment.
  
- **Open Board Positions**
  - **President**- Oversee PTA board and communicate with school administration. Run monthly PTA board meetings and monthly PTA meetings. Attend monthly meetings with PTA Presidents with Superintendent/ Assistant Superintendent. Oversee annual budget with Treasurer. Prepare yearly calendar and secure building space. Liaison with Room Parent coordinator, Spring Fling Committee and Sixth Grade Committee. Oversee Membership and correspond with NJPTA
  
  - **Vice President** - Oversee, coordinate and attend PTA events and activities (split with other VP). Liaison with office, custodians, administration on behalf of committee chairs. Familiarize yourself with the PTA membership software and write and distribute weekly PTA email. Work with website and app team to assist with publicity of PTA events. Vice President cannot also be a committee chair. Previous committee chair experience preferred.
  
  - **Treasurer** - Understanding of and familiar with accounting practices, budget tracking and with QuickBooks; Be able to collect mail from treasurer's box in front office on a frequent basis. Be able to submit deposits and reimbursements on a weekly basis. Also responsible for state filings and audit. Accounting or CPA background preferred. Proficient in excel
  
  - **Corresponding Secretary** - Oversees correspondence incoming and outgoing from the PTA. Arrange for gifts for staff members or teachers that celebrate special milestones. Send thank you notes to committee chairs, staff, corporate partners when needed, usually several times a month. Help to set up PTA meetings. Fill in for Recording Secretary if needed.

