



OPEN BOARD POSITIONS 2019-2020

- **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**
 - **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.

 - **Recording Secretary**- The Recording Secretary shall record the minutes of all meetings of the PTA and the Executive Board committee. The minutes, once approved, will be on the PTA website, app and Rambler for all parents to view and use as reference.