

## JOIN THE 2021-2022 TRMS PTA BOARD!

### AVAILABLE POSITIONS INCLUDE:

#### **PRESIDENT:**

- Oversee and coordinate the work of an Executive Board to run a PTA effectively
- Preside at PTA Board and association meetings
- Serve as the official contact, communicator, and representative of a PTA
- Designated as an authorized signer for PTA checks, contracts, and authorizations for payment (e.g. Spirit Wear)
- Serve as Ex-Officio member of all committees except the Nominating Committee
- Work with other PTA leaders to connect families, school, and community to support student success
- Able to use Membership Toolkit Dashboard
- Work closely with Treasure to create a budget

#### **VICE-PRESIDENT:**

- Work as the primary aide to the President
- Help lead a PTA towards specific goals consistent with PTA purposes and policies
- Perform President's duties in his or her absence
- Carry out other duties outlined in unit bylaws and standing rules or as assigned

#### **SECRETARY:**

- Take minutes at Board and association meetings
- Co-sign formal papers with President, including authorizations for payment, resolutions, and formal letters
- Maintain and preserve PTA records and important documents to pass on at the end of the term