



BOARD POSITION DUTIES OF OFFICERS

PRESIDENT/CO-PRESIDENT:

Presides over all meetings of the PTA, appoints the Standing and School Committee Chairmen, coordinates the work of the officers and the committee, signs checks with the treasurer and helps prepare the budget. MUST attend monthly President and Council meetings as well as any other required Council or District events.

VICE PRESIDENT OF MEMBERSHIP:

Acts as aide to the Co-Presidents, oversees and sells memberships, keeps Treasurer aware of membership numbers, provides the Recording Secretary with an updated membership list and Corresponding Secretary with emails from the entire membership.

VICE PRESIDENT OF EVENTS:

Serves as Board Liaison to event chairs. Provides oversight and support. Keeps open lines of communication between the board and the event chairs. Ensures events are prepared appropriately for and well covered.

VICE PRESIDENT OF DEI Diversity, Equity, & Inclusion :

Helps grow the participation in events by acting as an ambassador to families. Ambassador responsibilities include assisting with communication or other barriers.

TREASURER:

Has custody of all PTA funds, keep accurate account of receipts and expenditures, prepare budget for approval, present Treasurer's Report at all meetings, keep records and pays National, NYS & Council PTA dues, pays NYS liability, submit all financial recorders to auditor for annual examination, file forms to IRS & NYS agencies, keep Co-Presidents informed of all financial transactions.

RECORDING SECRETARY:

Records the minutes of all meetings, maintains a permanent file of the minutes, committee reports, membership lists and any other records relating to the work of the PTA.

CORRESPONDING SECRETARY:

Conducts and maintains a file of all correspondence, sends notices of all meetings, sends email correspondence to members, coordinates PTA coverage at events, maintains the PTA website and Facebook pages.

COUNCIL DELEGATE:

Attends Council meetings, records minutes, attends District Committee meetings if the representatives are unable to. Submits minutes from meeting to the Executive Committee and reports any additional information back to the PTA. Coordinates Council hospitality.

Each board position is a two year term. The above positions will be for the 2024/2025 school year and the 2025/2026 school year. Please fill out the Board Position Questionnaire and the Board Letter of Interest. Backpack them to school in an envelope marked, 'PTA Board Interest' or email them to mountptapresident@gmail.com.