



It's PTA ELECTION TIME!

Are there things that you are passionate about in your child's academic journey and school life at MES?

Want to be part of the team that allows you to make a difference?

Curious to learn more and have questions on roles and responsibilities and the time commitment?

If yes, please join us at a Family Picnic to meet members of the Nominating Committee as well as Current board members.

Sunday, May 18th 4-6pm
@
Ela Bailey

P.S. - we would love ANY help you can provide - even if you are not ready to join the Executive Board - maybe consider joining one of the Committees. With less and less resources from the District, we really have to rely on our wonderful parent community to make the most of our kid's elementary school journey.



MES PTA Executive Board Job Descriptions

President: Determines the agenda for, attends, and presides over all executive committee, board of directors, and membership meetings. Works with the board to establish a calendar for the year. Has regular communication with the executive committee, board of directors, committee chairs and the building principal. Promotes a positive image of PTA in the community.

Vice President: Attends all executive committee, board of directors, and membership meetings. Performs the duties of the president in their absence or inability to serve. Collaborates and delegates duties to the rest of the elected and appointed board members.

Secretary: Attends all executive committee, board of directors, and membership meetings. Takes minutes and records all business transacted at each executive committee, board, and membership meeting. Prepares minutes for approval at the next meeting. Records attendance at meetings. Distributes approved board minutes to board members and membership meeting minutes to members. Writes a summary of executive committee, board of directors and membership meetings for the PTSA communications. • Plans the meeting agenda with the president.

Treasurer: Attends all executive committee, board of directors, and membership meetings. Keeps an accurate and very detailed account of all funds received and all funds disbursed through the PTA, including all vouchers, receipts, bank statements, cancelled checks and other records. Prepares and submits a detailed, written monthly financial report to the board of directors. Provides all financial records as requested by the president or board of directors. Pays bills by check and obtains two officer's signatures on each check. Serves as chair of the budget committee and presents the budget to the board and membership. Closes PTA books by June 30th.



List of Roles in MES PTA

2024-2025

Events / Fundraising / Communications / After School Program will have volunteers to support

#	Role	Type	Co-leadership
1	President	Elected Board	No
2	Vice President	Elected Board	Yes
3	Treasurer	Elected Board	Yes
4	Secretary	Elected Board	Yes
5	Communications	Appointed Board	Yes
6	Advancement/ Fundraising	Appointed Board	Yes
7	After-School Program	Appointed Board	Yes



8	Events	Appointed Board	Yes
9	Membership	Appointed Board	Yes
10	Volunteer	Appointed Board	Yes
11	Outreach	Appointed Board	Yes
12	Room Parent Liaison	Appointed Board	Yes
13	Advocacy	Appointed Board	Yes
14	Tech	Appointed Board	Yes
15	DEI	Appointed Board	Yes
16	Families in Need	Appointed Board	Yes
17	Neurodiversity and Special Education Chair	Appointed Board	Yes



18	Yearbook	Ongoing Volunteer	Yes
19	Reflections	Ongoing Volunteer	Yes
20	Facilities & Grounds	Ongoing Volunteer	Yes
20	Design	Ongoing Volunteer	Yes
21	Copywriting	Ongoing Volunteer	Yes
22	Marketing	Ongoing Volunteer	Yes