

Join the Lake Mathews PTA Board

For the 2021-2022 School Year



Here are the exciting positions that we have available

President: (Must have prior PTA board experience) Our Top Dog! Oversees and coordinates the work of the executive board to run the PTA effectively. This includes attending meetings and serving as the official contact, communicator, and representative of the PTA. Signing checks, contracts, and authorizations for payments, and serving as Ex-Officio member of all committees except the nominating committee.

1st VP of Programs:

This is our program director. You will plan the programs for the year and will coordinate with the school, and other board members to make it happen. Programs are not fundraisers for the school; but activities that just make it a fun, productive, and enriching school year.

2nd VP of Membership:

This person is responsible to plan the annual membership campaign. Remember those forms you receive at the beginning of the year to be part of the PTA? That is membership, and you will promote it during the school year.

3rd VP of Means & Ways:

Are you good at raising money? Then this position is made for you! You will focus on raising the amount of funds needed to meet the unit's budget.

Secretary:

The secretary will take minutes at the meetings, co-sign papers with the president, handle PTA correspondences, maintain and preserve PTA records and important documents.

Treasurer:

Are you good with budgeting and keeping records? This position will prepare the annual budget, maintain records to track unit funds and financial transactions, pay all PTA bills, make reports for each board meeting, association meeting, and annual financial report, and make sure all taxes and reports are completed and submitted by the due date.

Top 10 Reasons for Joining the PTA

1. You'll get important information about what's happening in the school.
2. It's good for your child!
3. You get to have a voice in the school.
4. Yes! Your board duties can be put on a resume.
5. You get to be a part of important fundraising decisions.
6. You get to have a say in how money is raised and spent.
7. Meet new people and make new friends.
8. It's FUN!
9. There's something for everyone to do.
10. You can make a difference

Historian:

With this job; you will capture, assemble, and preserve records of activities and achievements for the year. Responsibilities include collecting volunteer hours, completing and submitting the PTA Unit-Annual Historian Report, filling out the Historian Summary Report and filing copies, presenting a brief overview of the year at PTA meetings.

Auditor:

This person will audit the books and financial records of the PTA to determine accuracy. Written reports will be made and presented to the board, and audits will be sent to council/district PTA.

Parliamentarian:

For this position; you will attend meetings, arrange the Nomination Committee, and review the bylaws.

Now that you know a bit about the positions, please choose the position you are most interested in and fill out the interest form.

Then email it to us at Lakemathewspta@gmail.com

**Must be turned in
by Feb. 17th**





Lake Mathews PTA Nomination Application

2021-2022 School Year

The Lake Mathews PTA Nominating Committee is now accepting nominations for the following Board Member Positions for the 2021-2022 school year. We welcome all nominations and will strive to create a diverse and balanced roster of applicants that will represent our school. Our goal is to see that every parent has a voice on our PTA and is given the chance to become actively involved in enriching the educational opportunities at our school.

Thank you for supporting our PTA. Nomination forms are due by February 17th, 2021
Forms need to be emailed to lakemathewsppta@gmail.com

Name: _____

Cell phone number: _____

Email Address: _____

Please check all positions you are interested in:

- | | |
|---|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Historian |
| <input type="checkbox"/> 1st VP of Programs | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> 2nd VP of Membership | <input type="checkbox"/> Auditor |
| <input type="checkbox"/> 3rd VP of Means & Ways | <input type="checkbox"/> Parliamentarian |
| <input type="checkbox"/> Secretary | |

Please tell us about yourself and why you are interested in the position. Feel free to attach another sheet of paper if needed.