

Have you ever wondered how you could help the school? Have you ever wondered about the behind the scenes opportunities that support all the students at the school? If so, now is the time.

Every year the PTA (Parent Teacher Association) Nominating Committee must put together a slate of officers, which includes (1) the President; (2) the Vice President of Ways and Means (Fundraising); (3) the Vice President of Volunteers; (4) the Recording Secretary; (5) the Communication Secretary; and (6) the Treasurer. The slate is presented to the PTA General Membership at the May meeting and nominees are voted into office at the June meeting for the following school year.

If you are interested in getting connected; gaining a better understanding of what is going on at the school; building a network in order to discuss ideas, concerns and experiences with fellow parents, teachers and the administrators; helping all children in the community than we may have a job for you! These are just a few of the benefits of sitting on the Executive Committee of the PTA, read on for the specific tasks of each role.

First, the President:

- A person who considers themselves a connector between teachers, parents and the administration.
- Must be available to lead or attend meetings. There are 3 main meetings each month when school is in session (a meeting with the principal, with the Executive Committee, and the general PTA meeting). You may also be asked to attend committee meetings to provide input, support, and to stay informed of school events. During the summer, the President works closely with the PTA Treasurer to develop the PTA Budget for the upcoming school year.
- Throughout the school year, provide the president's message in the monthly FEES Newsletter, proof read and approve all PTA flyers and other PTA communication (Monday Mail, newsletters, etc).
- Read and follow the by-laws.

Second, the VP of Ways and Means:

- Responsible for all fundraising activities and correspondence. Sort through ideas and present possible new opportunities to the Executive Committee.
- Assist the treasurer and be available at school events to help count the collected monies during and after events (Fun Fair, Bingo nights, Back to School Picnic).
- Attend Executive committee and general PTA meetings once a month.
- Read and follow the by-laws.

Third, the VP of Volunteers:

- A great position for someone who is organized and has access to a computer.
- Responsible for obtaining committee chair leaders and coordinating volunteers. Most of these activities occur in the fall and spring. Some summer attention may be needed for open committee chair positions.
- In the fall, distribute the Volunteer Interest Form to all Forest Edge families via the Tuesday folders. Compile and distribute this information to the appropriate committee chair of all activities (Fun Fair, Teacher Appreciation Week, Odyssey of the Mind, etc).
- Communicate PTA procedures to Committee Chairs. This involves updating committee binders and holding a meeting with committee chairs to review PTA procedures, this is very helpful to the committee chairs because it provides them with pertinent information that they need to successfully run their committee.
- Attend Executive committee and general PTA meetings once a month.
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- Read and follow the by-laws.

Fourth, the Recording Secretary:

- Take notes at all PTA Executive and general PTA meetings once a month.
- Work with the President to prepare the agenda for the general PTA meetings.
- Must have access to e-mail in order to send out the minutes to Executive Committee.
- Read and follow the by-laws.
- This position will allow you to be on another committee if you so choose.

Fifth, the Communications Secretary:

- Responsible for the Monday Mail content and distribution for the school.
- Attend Executive committee and general PTA meetings once a month.
- Responsible for entrance sign information board.
- Responsible for maintaining the PTA website.
- Read and follow the by-laws.

Finally, the Treasurer:

- A person with an accounting background and who is familiar with the Quick Books program, would be very helpful, but is not required.
- Prepare the annual PTA budget over the summer with input from the Executive Committee. The final PTA Budget is presented for approval at the September PTA meeting. Report PTA financial status every month to the Executive Committee and the General PTA.
- Keeper of the PTA bank account.
- Responsible for all deposits and PTA reimbursements.
- Attend monthly Executive Committee and general PTA meetings.
- Be available to attend school functions and count funds received.
- Ensure audits, tax filings and other PTA reporting requirements are completed in a timely manner.
- Read and follow the by-laws.

Final words, all positions can be held for a maximum of 2-years. All Executive Committee members must be available to meet at least once over the summer.

Job descriptions for the above can be found in the by-laws, as attached in Article IX. If you think you are interested in any of these positions, please contact communications@forestedgepta.com.