



2018-2019 SKES PTA Board Members Needed

Dear Parents and SKES Community Members:

We are seeking SKES parents, guardians, or teachers, who are willing to serve on the SKES PTA board starting next year! Each position is for a 2-year term with a few planning meetings starting this summer. Our current President, Vice-President, Treasurer, and Membership VP have completed their maximum allowable terms so it is critical that we find people to fulfill these roles! Furthermore, MCCPTA rules require that the PTA must at least have a President and Treasurer for it to be a legally functioning PTA organization.

All responsibilities for each position are included below and on the 2nd page. Being a board member is an opportunity for you to understand the needs of the school and our students, establish relationships with SKES staff and administrators; and most importantly make a difference by helping improve our school. We would love to hear from you! The selection process is as follows:

- Email knollpta@gmail.com with a cc to lnmatarazzo@gmail.com no later than Friday, **February 28th** and indicate your name, your child's name, grade, contact information; and position of interest. We recommend that you state an alternate position that you are willing to fill should you not get your first choice. You may nominate yourself and/or nominate another parent. We will contact you once we receive the nomination to have a chat about the position and responsibilities.
- Vetted nominees will be announced at the next PTA meeting in **March**.
- Voting will take place during the **May 1st** PTA meeting.
- Elected PTA board members will receive the required training/knowledge transfer from current board members.

President

- Serve as the primary contact to the Principal and will work with the Principal to make the PTA a useful and effective organization for the school and for parents.
- Work with board members, staff, and coordinators to identify programs, fundraising opportunities, and activities that will enrich our children's experience at SKES
- Work with the Board to Plan the PTA calendar and budget for the school year and engage the Principal in this process to ensure they align with school needs.
- Plan/Conduct PTA meetings (4-5x a year) and initiate Board Member planning meetings.
- Engage with Event/Program Chairs to ensure that planning starts early and that they have the necessary support.
- Work with PTA Treasurer year round to review and monitor the budget.
- Send out PTA communications via the listserv and social media.
- Enlist the help of the Vice-President to complete the above duties as needed.
- Average 8-10 hours per month, although this varies throughout the year

Vice-President

- The Vice President shall act as an aide to the President by providing assistance in performing the duties of the President. This is a position that requires someone who will proactively communicate and engage with the President to identify ways to support him/her.
- Be the Acting President should the President becomes unavailable.
- Ideally be willing to serve as President once the President completes his/her 2-year term.
- Average 6-8 hours per month although this varies throughout the year.

Treasurer

- The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and payout funds as needed.
- Manage the annual budget process, working with the President, other board members and the Principal.
- Maintain accurate and complete records for PTA financial transactions and serve as liaison with banks.
- Responsible for the preparation of financial statements/reports for every PTA meeting and all federal and state tax filings.
- Maintain all copies of receipts and invoices and other financial forms and documents.
- Ensures that the approved budget for events and programs is followed.
- Assist in the annual audit process in September/October.
- Some prior financial background is helpful for those considering this position. This person must also attend 2 required MCCPTA Treasurer trainings.
- Average 8-10 hours per month although this varies throughout the year.

VP, Membership

- Keep track of membership list and membership payments
- Run the membership drive, identify and announce the winners and coordinate prizes.
- Distribute membership cards & return unused ones at end of school year
- Distribute tax exempt letters
- Work with school office to put together and distribute the school directory to PTA Members.
- Average 3-4 hours per month in September-October; 1-2 hours per month rest of year.