

# **OPPORTUNITY IS KNOCKING... AND IT'S PTA**

If you are (or plan to be) a member of Green Gables PTA, believe in enthusiastically supporting PTA and the Green Gables community, enjoy meeting new friends and working with other people, and have ideas and energy you wish to share -- then you are ideal for a position on the PTA Executive Board!

*No experience necessary...training and mentors are always available.*

At the PTA General Membership Meeting on April 28, 2010, we will elect the PTA Executive Board for next school year. The Executive Board includes the positions of:

### ***President***

*Preside at board and general membership meetings; plan the meeting agendas; serve as ex-officio member of all committees (except Nominating Committee); make appointments to positions and committees; attend council meetings; participate in election of region director; attend convention and leadership training; co-sign all contracts and binding agreements; insure compliance with required deadline: Federal and State governments and council and National PTA; review all communications and maintain copy of the legal documents binder.*

### ***Vice President***

*Perform all the duties of the president in the president's absence and oversee responsibilities as delegated by the President.*

*All officers must attend the "PTA and the Law" class during their term in office.*

### ***Treasurer***

*Keep accurate and detailed accounts of all funds received and disbursed; prepare a monthly financial report for all board and general membership meetings; remit membership fees; renew the charitable solicitations registration and insurance bonding; file appropriate tax forms; close the books and prepare an annual financial report as of the fiscal year end, June 30; balance the bank statement monthly; schedule and participate in semi-annual audit; preserve all "requests for reimbursement" forms, receipts, bank statements, and any other financial records; and maintain the financial records as specified in the records retention timetable.*

### ***Secretary***

*Take minutes and record all business at board and general membership meetings; prepare minutes for approval at next meetings; conduct correspondence as needed; determine if a quorum is present; purchase and maintain office supplies; and send thank-you and other cards as necessary.*

### ***Legislative Rep***

*Attend legislative assembly; gather membership feedback for vote on legislative issues at the assembly; attend PTA focus day in Olympia; submit legislative issue related articles to the newsletter.*

If you are interested in a position or wish to nominate someone, please return the bottom portion to the PTA Room by **April 9, 2010**. If you would like more information please contact the PTA at 253-945-2721 or [pta@greengablespta.org](mailto:pta@greengablespta.org).

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## ***I WISH TO***

Volunteer     Nominate

Name: \_\_\_\_\_ Phone \_\_\_\_\_

For the Office of:     President     Vice President     Treasurer     Secretary     Leg Rep

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_