PTA OFFICERS AND CHAIRPERSONS NEEDED FOR 2020 - 2021

If you are interested in becoming involved in your Amelia Earhart PSTA as an elected officer or committee chairperson, please check or number your choices.
RETURN this form to the school by Tuesday-February 18th, 2020

NAME_____PHONE_____EMAIL_____

Elected Officers

___President
___1st Vice President (Programs)
___2nd Vice President (Membership)
___Secretary
___Treasurer
___Parliamentarian
___Auditor
___Historian

Appointed Committee Chairperson

___Dance Chair   ___Reflections
___Hospitality   ___Staff Appreciation
___Dine Outs   ___Spiritwear
___Red Ribbon Week

return top portion to Amelia Earhart M.S.

DESCRIPTION OF PTA POSITIONS/RESPONSIBILITIES

EXECUTIVE BOARD

President	Coordinates the work of the other officers and committees of the PTA
1st VP	Coordinates the school programs, fundraising events & assemblies with the assistance of the committee chairs.
2nd VP	Coordinates PTSA Membership and incentives during the beginning of the school year.
Secretary	Maintains records of Association and Board meetings and correspondence
Treasurer	Handles banking and maintains records of income, expenses & disbursements
Historian	Assembles records of activities, achievements and volunteer hours
Auditor	Audits books and financial records of the PTA twice a year
Parliamentarian	Reviews by-laws, procedures, and chairs the nominating committee

COMMITTEE CHAIRS: Assist in overseeing/assembling a team (with board support/approval) to coordinate these activities, many of which are scheduled events that occur during the calendar school year.

Reflections	Coordinates activities for PTSA sponsored art contest (FALL only)
Red Ribbon Week	Coordinates activities related to drug awareness (FALL only)
Hospitality	Coordinates refreshments for scheduled PTSA sponsored functions, i.e. Staff Appreciation or Welcome Back Luncheons.
Dine Outs	Coordinates fundraising dine outs with local restaurants
Spiritwear	Orders, updates inventory, organizes and fills orders of our spiritwear
Volunteer Coordinator	Works with our parent volunteers to fill openings when school needs help. Also updates the Signup.com app as needed.