

*The following is a list of other board positions; some are elected while others are appointed. These positions are usually held by a single individual who will serve a two-year term. Please contact the chairperson if you are interested in helping out.*

COUNCIL DELEGATE

Represents Leon Springs at Northside PTA Council meetings and reports to the Board.

FOUNDER'S DAY

Responsible for coordinating reservations and decorating the LSE table for the NISD Founder's Day Banquet.

HISTORIAN

Compiles and keeps records of the achievements of the school and the students.

MEMBERSHIP

Builds an informed and participating membership by enrolling parents, teachers and interested citizens in the PTA.

PARLIAMENTARIAN

Advises PTA Board on matters of parliamentary procedure.

PRESIDENT EMERITUS

Previous president who helps set up new projects and advises new board as requested.

PRESIDENT ELECT (PROGRAMS)

Works with the school staff to plan the monthly PTA general meetings and learns the duties of the president in preparation for the next year.

RECORDING SECRETARY

Keeps the official minutes of the Board and General meetings and distributes the copies. Also sends reminder notices to the Board members before each meeting.

TREASURER

Responsible for maintaining the books of the PTA and preparing monthly financial statements.

**2007-2008 GENERAL PTA MEETING DATES**

SEPTEMBER 11

NOVEMBER 13

JANUARY 8

MARCH 11

MAY 13

**OTHER "STUFF"**