

Which board position(s) are you interested in?

PTA President: - appoints Committee Chairs (subject to approval of board members) & oversees all actions of chairs, coordinate the work of the officers and committees, sits on all program and event committees, an authorized bank account signer, meets w/Principal to plan school year meeting and event dates, communicates on a regular basis with principal and board, presides over monthly Board Meetings, five (5) General Membership Meetings and represent at regular Council PTA meetings.

1st VP – “Aid to President” – Helps to oversee all board positions and assist President with PTA needs.

2nd VP Membership: Busiest time is during Fall Membership Drive, however membership is all year long, builds membership, distributes membership cards to paid members, establishes and maintains the Membership Roster up to date, submits the Membership Roster and Dues Report to the Texas PTA by the deadline, applies for Membership Awards from Texas PTA, attends monthly board meetings, assists the president and performs the duties of the President in his/her absence.

3rd VP Fundraising: they are the lead for 2-3 fundraisers, including maintaining relationship with community businesses for donations, suggests a fundraising goal to executive board determined by planned expenditures and attends monthly board meetings.

4rd VP - PALS: in charge of all volunteers and establishes community contacts to aid in events, attends monthly board meetings.

Secretary: - attends all general membership meetings and monthly board meetings and takes accurate minutes at all meetings, distributes minutes through various channels to all board members within 7 days of executive board meeting

Treasurer: provides updated financial reports at all meetings, keeps accurate records of all checks written, collects all funds received, disburses funds, ensures financial reconciliation is completed yearly, authorized to sign on bank account, provides monthly bank statements to board, and reports to board and general membership the status of funds.

Committee Chair Position(s)

These positions are not elected but are appointed by the incoming President (subject to approval by the whole Executive Board). Names of those interested in these positions will be provided to the incoming President to help him/her fill as many of these positions before the end of this school year.

Reflections: A program that oversees opportunities to involve arts within the school.

Communications/Historian: Maintains all areas of social media in conjunction with the President, answers questions received through email or social media, creates event flyers and info letters to be sent home to parents, updates PTA bulletin board in front office, takes photos at all PTA events for yearbook (if applicable).

Healthy Lifestyles: Promote healthy living throughout the year by researching programs to promote healthy living, including Red Ribbon Week.

Hospitality: coordinates all food/drink/decor for PTA events, purchases gifts/items for Appreciation days through the year, and solicits donations from businesses.

Please see back

Parliamentarian: works to maintain a thorough knowledge of the bylaws and Standing Rules, ensures all procedures are followed in accordance with council, state, and national rules

Lead Room Parent(s): Coordinates PTA/School/Classroom activities to each one of the individual classroom room parent.

Watch D.O.G.S: Coordinate Fathers, grandfathers, step-fathers, uncles, and other father figures who volunteer to serve at least one day a month in a variety of school activities.

Please tear off and submit to office or Teacher

Krueger PTA Board Interest

Name: _____ Cell: _____

Email: _____

What position are do you feel would be best for you? (Please pick 3)

1) _____ 2) _____ 3) _____

Please tell us a little about yourself (Childs grade, # of kids @ Krueger, Hobbies...)
