

## **Recruiting for Taylor Middle School PTA Executive Board 2011 – 2012**

Dear Parents:

Taylor Middle School cannot thrive without the support of parents' active participation. Involvement comes in many ways, such as donations, attending PTA meetings, volunteering, etc. Please consider becoming involved at Taylor Middle School by taking a position on next year's PTA Executive Board. It is a gratifying experience to serve the school community. If you are interested in serving on the PTA Board please submit your name and email to any of the following:

- David Erwin, Principal: [derwin@mesd.k12.ca.us](mailto:derwin@mesd.k12.ca.us)
- Natalie Habash, PTA Historian: [Natalie.habash@gmail.com](mailto:Natalie.habash@gmail.com)
- Judy Miyake, PTA Financial Secretary: [judymiyake@aol.com](mailto:judymiyake@aol.com)

**President** – Lead the organization; coordinate activities of board members and chairs; preside at board and association meetings; interface with school administration – Time Estimate: 5-10 hours/week

**Vice President** – Act as aide to the president and perform the president's duties in the absence or disability of that officer – Time Estimate: 3 hours/month

**Recording Secretary** – Keep minutes of all meetings; record all expenditures in minutes – Time Estimate: 3 hours/month

**Corresponding Secretary** – Prepare all correspondence for the organization; notify officers of their election and chairs of their appointment; send notices of board meetings – Time Estimate: 5 hours/month

**Treasurer** – Keep books and records of the organization; prepare annual budget; pay all bills of the organization; prepare and present the treasurer's report at all meetings; see to the preparation and filing of all required tax returns – Time Estimate: 5 hours/week

**Financial Secretary** – Receive all funds and make all bank deposits; supervise the counting of all cash; receive all cash at events sponsored by the organization; act as aide to the treasurer as needed – Time Estimate: 2 hours/month plus 2 hours/week at time of year when organization is receiving funds from activities

**Auditor** – Audit the books and records of the organization twice a year. After each audit prepare and present an audit report to the board and the organization twice a year. Cannot be related by blood or marriage or live in the same household as the treasurer or financial secretary or signers of checks – Time Estimate: 2 hours/month for meetings; time as needed to perform two audits and prepare audit report

**Parliamentarian** – Attend all meetings of the board and the organization and advise on parliamentary procedure as needed; review bylaws and advise on content – Time Estimate 2 hours/month

**Historian** – Assemble and preserve a record of the activities, achievements and volunteer hours of the organization – Time Estimate: 2 hours/month