

## HAMLIN ELEMENTARY PTA OFFICERS

All Officer/Board Member positions are for a term of one (1) school year, as elected by the Chapter Membership.

PRESIDENT - Duties include but are not limited to:

- Attend all Board & Membership meetings
- Attend 1-2 PTA Council district meetings
- Monthly meetings with school Principal
- Manage the PTA calendar of events
- Organize school participations where/when needed
- Attend monthly RCS PTA President meetings
- Support PTA Committees as needed

Vice President, MEMBERSHIP - Duties include but are not limited to:

- Attend all Board & Membership meetings
- Attend 1-2 PTA Council district meetings
- Promote PTA Memberships
- Maintain spreadsheet of members & prepare tally sheets regarding member payments
- Submit monthly spreadsheet of members to PTA Treasurer for state reporting
- Support PTA Committees as needed

Vice President, ENRICHMENTS - Duties include but are not limited to:

- Attend all Board & Membership meetings
- Attend 1-2 PTA Council district meetings
- Research enrichment activities offered
- Coordinate with teachers for grade level specific programs to ensure appropriate curriculum study links
- Create schedule and oversee enrichment activities
- Support PTA Committees as needed

Vice President, FUNDRAISING - Duties include but are not limited to:

- Attend all Board & Membership meetings
- Attend 1-2 PTA Council district meetings
- Create and oversee fundraising activities
- Lead Celebrity Server/Rams Horn night, Upland Hills weekend, Skating parties, and several soft fundraisers
- Organize childcare for PTA meetings
- Support PTA Committees as needed

TREASURER - Duties include but are not limited to:

- Attend all Board & Membership meetings
- Attend 1-2 PTA Council district meetings
- Maintain and provide monthly balance statements, for the Board &/or Membership meetings
- Keep track of all PTA money: write checks for expenses, make deposits, maintain bank accounts
- Work with Board to establish and adhere to budget
- Train all Board & Committee Chairs on money handling for events
- Submit Michigan Sales Tax, IRS Taxes, apply for Raffle License(s), and coordinate year-end audit of books
- Support PTA Committees as needed

SECRETARY - Duties include but are not limited to:

- Attend all Board & Membership meetings
- Attend 1-2 PTA Council district meetings
- Take and post minutes for all Membership meetings
- Maintain PTA pages of school website
- Maintain Chapter documents and correspondence
- Support the PTA email account
- Support PTA Committees as needed