

HAMLIN ELEMENTARY PTA OFFICERS

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

For all Board positions, you will:

- ***Attend all Board & Membership Meetings***
- ***Attend 1-2 PTA Council District Meetings***

<p><u>PRESIDENT</u> –</p> <p>Duties include but are not limited to:</p> <ul style="list-style-type: none"> • <i>Meet with school Principal (1 time/month)</i> • <i>Create and maintain a PTA Calendar</i> • <i>Organize school events</i> • <i>Attend monthly RCS PTA President meetings</i> 	<p><u>Vice President, MEMBERSHIP</u> –</p> <p>Duties include but are not limited to:</p> <ul style="list-style-type: none"> • <i>Promote PTA Memberships</i> • <i>Maintain Memberhub website & prepare tally sheets regarding member payments</i>
<p><u>Vice President, ENRICHMENTS</u> –</p> <p>Duties include but are not limited to:</p> <ul style="list-style-type: none"> • <i>Research enrichment activities offered</i> • <i>Ask teachers for help on grade level specific programs to connect curriculum</i> • <i>Create schedule for activities</i> 	<p><u>Vice President, FUNDRAISING</u> –</p> <p>Duties include but are not limited to:</p> <ul style="list-style-type: none"> • <i>Create and oversee fundraising activities</i> • <i>Lead Celebrity Server/Rams Horn night, Upland Hills weekend, & several soft fundraisers</i> • <i>Organize childcare for PTA meetings</i>
<p><u>TREASURER</u> –</p> <p>Duties include but are not limited to:</p> <ul style="list-style-type: none"> • <i>Maintain and provide monthly balance statements, for the Board &/or Membership meetings</i> • <i>Keep track of all PTA money</i> • <i>Work with Board to establish and adhere to budget</i> • <i>Train all Board & Committee Chairs on money handling for events</i> • <i>Submit Michigan Sales Tax, IRS Taxes, apply for Raffle License(s), and coordinate year-end audit of books</i> 	<p><u>SECRETARY</u> –</p> <p>Duties include but are not limited to:</p> <ul style="list-style-type: none"> • <i>Take notes (minutes) at all Membership meetings</i> • <i>Maintain PTA school website</i> • <i>Maintain Chapter documents and correspondence</i> • <i>Support the PTA email account</i>