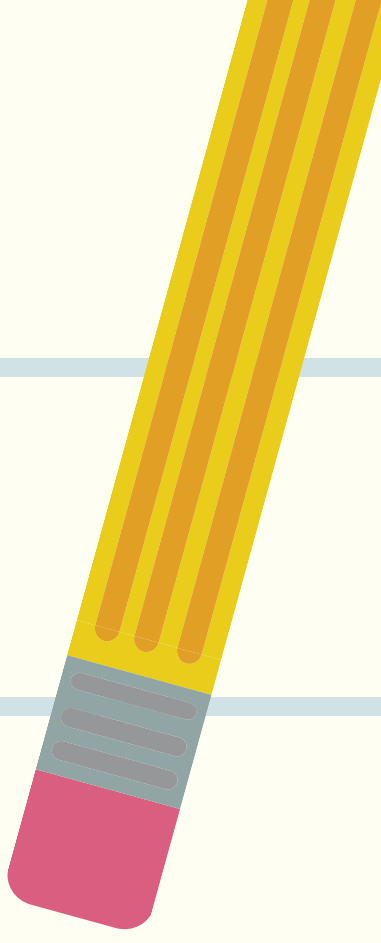




LEADERSHIP NEEDED!

FOR THE 2021-2022 SCHOOL YEAR



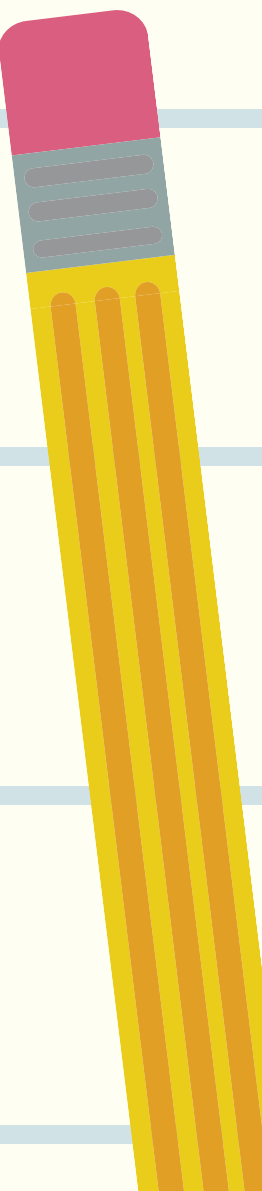
The President Shall:

- Preside over all general meetings, the executive board, and/or the executive committee;
- Sign all legal documents, including contracts;
- Appoint members to special committees;
- Be responsible for other duties as may be assigned by the organization;
- Delegate work of the association to other Officers or Chairpersons as may be appropriate;
- Coordinate the work of the Officers and Committees in order that the Objects/Purposes may be promoted; and
- Act as the connection between School Administration and the board/organization.



The Vice President shall:

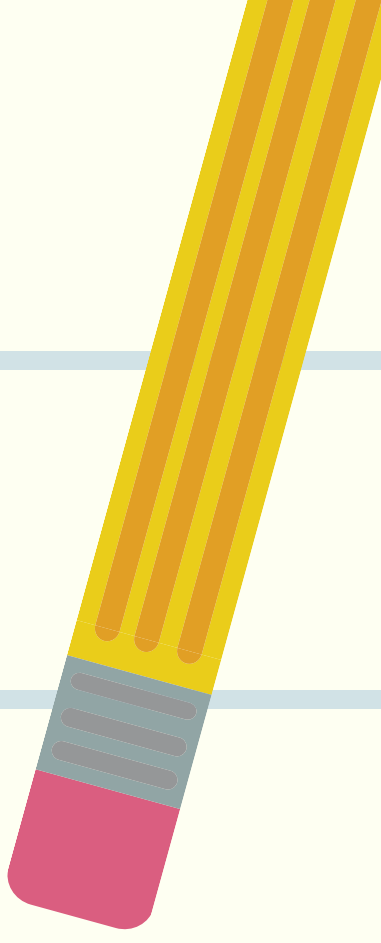
- Serve as aide to the President;
- Perform the duties of the President in the absence or inability of that Officer to serve;
- Coordinate events and serve as a liaison to all Committee Chairs to ensure they are equipped for successful events; and
- Perform other such duties as may be delegated.



**Interested candidates should contact the PTA at
millstadtpta@gmail.com**

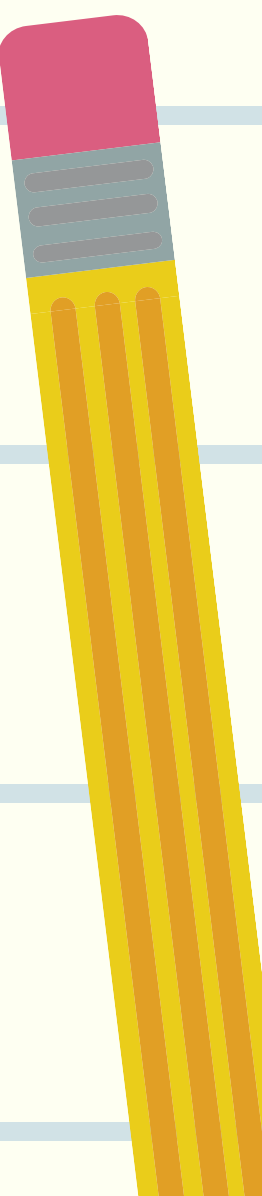
The Secretary shall:

- Prepare agendas and record the minutes of all meetings;
- Maintain a current membership list;
- Have a current copy of the bylaws;
- Check the PTA mailboxes and conduct correspondence of the association as directed; and
- Perform other such duties as may be delegated.



The Treasurer shall:

- Keep an accurate record of all transactions using web-based accounting software;
- Receive and place all monies in the approved PTA bank account;
- Prepare and maintain the annual budget;
- Pay out funds in accordance with the budget as approved by the membership;
- Present a treasurer's report at every meeting of the association and at other times as requested by the Executive Board;
- Be responsible for the remittance of the state and national portion of dues paid by each member;
- Prepare and provide all records necessary for the annual audit (bank statements, checkbook, canceled and voided checks, deposit slips, treasurer's record book, vouchers and invoices for all disbursements, etc.); and
- Coordinate with tax preparer for the completion and filing of appropriate tax forms as may be required by Internal Revenue Service Regulations no later than the date established by the regulations;



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