

# Open P.T.A. Executive Board Positions for 2017-2018

**Corresponding Secretary:** *The Corresponding Secretary is responsible for maintaining the JHS194pta.org.com website in a timely manner to ensure communication is efficiently provided to the JHS 194Q PTA community. It is also the responsibility of the Corresponding Secretary to create, publish and distribute all JHS 194Q PTA notices and/or meeting agendas within 10 calendar days as in accordance with the CR A-660. The Corresponding Secretary shall assist with the June transfer of PTA records to the incoming executive board.*

**A.M. Recording Secretary:** *The Recording Secretary shall be one of the signatories on the PTA checking account in the event of a sole president and sole treasurer. The secretary shall maintain the official record (minutes) of the proceedings and actions of all association meetings. The secretary's responsibilities shall include the preparation of, sign-in sheets and materials for distribution. The secretary shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The secretary shall maintain custody of the association's records on school premises. The secretary shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The secretary shall be responsible for reviewing and maintaining all correspondence addressed to the association. The secretary shall assist with the June transfer of all PTA records to the incoming executive board.*

**P.M. Hospitality:** *There will be one elected Hospitality executive board position for morning (am) PTA meetings and events and one elected Hospitality executive board position for evening (pm) PTA meetings and events. It is the role of the Hospitality positions to ensure that our meetings have an overall atmosphere of community and goodwill. To help ensure our meetings and events have an overall positive climate, the person(s) in charge of Hospitality will coordinate, supervise, purchase and setup-cleanup items supplied for meetings. The Hospitality person(s) will also communicate effectively to the President or Co-presidents or Principal if help is needed from other sources from within the building. This will help to ensure that efficiency and cleanliness is maintained at all times. The Hospitality person(s) shall assist with the June transfer of PTA records to the incoming executive board.*

If you are interested in one of the above positions, Please fill out the information below to be considered in our Expedited Election for the 2017-2018 school year.

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Child's Name: \_\_\_\_\_