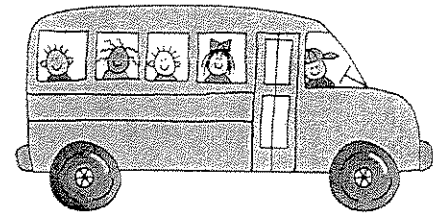


Whittier PTA Needs YOU!

THE KIDS NEED YOUR HELP!

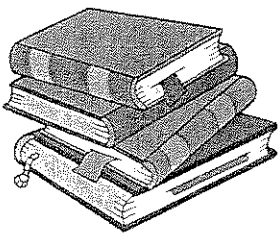
We want YOU to get involved. Officer elections are coming up and we need to fill the following positions.

President - Lead the PTA toward specific goals chosen by its members. Ensure that the goals are consistent with the policies and purposes of the PTA. The president is the presiding officer and the official representative of the association. Determine, with the PTA Executive Board, including the Principal, strategic and tactical plans for the PTA. Manage monthly PTA meetings: Lead each meeting, prepare an agenda and propose voting as necessary. Represent Whittier Elementary School at District meetings and other events as requested.



Vice President - Primarily responsible to assist the president and help lead the PTA toward specific goals chosen by its members. Attend monthly board and member meetings. Help and oversee all the committees that makeup the PTA. Together with the PTA Executive Board, determine the membership goals and carry out the established membership and outreach promotions for the school year. Act as a back-up to the President for attending and presiding over meetings when the President is unavailable. PTA meeting attendance is expected.

Treasurer - Authorized custodian of all funds of the local PTA. The Treasurer's duties include keeping records and preparing reports to comply with local, state and federal laws. Present the proposed budget, and monthly Treasurer's report to the PTA members. Track PTA funds, audit monthly bank statements, submit annual PTA forms. Pay the bills and deposit money promptly. Availability to disperse and collect funds for PTA events in a timely manner. Monthly board meeting attendance and member PTA meeting attendance is expected.



Join us at our next
PTA meeting on
Monday, May 14th @
6PM in the Whittier
library.

If you have any questions about these positions, feel free to contact our PTA President, Jake Lawler at: President@whittierpta.org.

Secretary - Keep an accurate, concise, permanent record of the proceedings of all meetings of the association and of the executive board. These minutes are the legal record of the PTA. The secretary also sends notices of special/unscheduled in advance meetings to executive board members and/or association members, as directed. Read correspondence at executive board and association meetings, as requested by the president. This is a required position on the PTA and is an elected position. Monthly board meeting attendance is expected.