

Lee Eaton PTA Intent to Serve
Elected Executive Board and Chair/Committee Positions
Please indicate interest by placing your name on the line next to the position

President _____

- Presides over all Lee Eaton Monthly and Special meetings as well as Executive Board Meetings.

-Is an ex-official member on Standing Committees, (Excluding Nominating & Audit)

-Is the liaison between Lee Eaton Staff and PTA membership.

-Responsible for the PTA Monthly Newsletter

1st Vice President _____

-Assists the President and 3rd Vice President as needed.

-Performs the presidential duties, if president is unable.

-Schedules assemblies & author visits

- Facilitates and manages the Mini-Grant program for teachers.

-Attends all Lee Eaton Monthly & Special PTA Meetings as well as Executive Board Meetings.

Vice President of Membership _____

--Responsible for Membership Drive-Sept.-Oct. and throughout the year. -Collects dues & forwards to Treasurer. -Distributes Membership Cards and maintains Membership Information.

-Attends all Lee Eaton Monthly PTA & Special PTA Meetings as well as Executive Board Meetings.

Treasurer _____

-Serves as the Fiscal Officer for the organization.

-Responsible to keep detailed records of all monies received and dispersed.

-Presents monthly financial report to Membership.

-Files all pertinent financial papers. (IRS)

-Attends all Lee Eaton monthly PTA Meetings as well as Executive Board Meetings.

By-Laws & Standing Rules Committee Chair _____

-Maintains & updates the by-laws & standing rules

- Every 3 years by-laws need to be reviewed and amendments recommended.

Auditing Committee Member _____

(Minimum of 3 people-selected one as chair)

-Reviews the financial records of the PTA at least once a year.

Recording Secretary _____

-Records minutes at the Monthly PTA Meetings

-Presents previous monthly minutes at the monthly PTA Meeting for approval.

-Records minutes at the Executive Board Meetings.

-Keeps official copy of all minutes taken.

-Attends all Lee Eaton Monthly & Special PTA Meetings as well as Executive Board Meetings.

Corresponding Secretary _____

-Receives & writes all correspondence for the PTA

-Presents pertinent correspondence to membership at the monthly PTA meetings.

-Attends all Lee Eaton Monthly and special meetings.

Council Delegate _____

-Attends the monthly Council Meetings. Reports to Council from Lee Eaton PTA.

-Reports from Council to Lee Eaton PTA meetings.

-Attends all Monthly Lee Eaton PTA meetings.

Council Delegate Alternate _____

-Performs duties of Council Delegate --if unable to perform them.

Nominating Committee Member _____

(Minimum of 2 people-selected one as chair)

-Distributes the Intent to Serve Form to Lee Eaton Families in January.

-Finds volunteers for any position that does not have a volunteer or committee chair.

-Creates and presents ballot to Membership & manages election.

Name _____ **Phone Number** _____

Email Address _____

Please send to Lee Eaton PTA by Feb 4th, 2015. Questions? Chris Siewert at siewertc@me.com or 216-408-9972