



Proctor Terrace PTA
 1711 Bryden Lane
 Santa Rosa, CA 95404
www.ProctorTerracePTA.org

Do you enjoy networking with other families and encouraging a connection to our school?

Consider joining our PTA Board for 2020/2021!

<p>PRESIDENT</p> <ul style="list-style-type: none"> • Liaison to principal, to exchange information on PTA and school activities (on site preferred) • Facilitates and leads monthly meetings, including setting the agenda • Reviews committee reports and meeting minutes • Promote outreach, inclusion and diversity to connect families, schools and community 	<p>VICE PRESIDENT</p> <ul style="list-style-type: none"> • Works as the primary aide to the president • Helps lead towards specific goals • Performs president’s duties in his or her absence • Carries out other duties as assigned
<p>SECRETARY</p> <ul style="list-style-type: none"> • Takes minutes at board and association meetings • Co-signs formal papers with president: authorizations for payment, resolutions and formal letters • Handles PTA correspondence as directed • Maintains and preserves PTA records and important documents to pass on at the end of the term 	<p>CO-TREASURER (Shared position)</p> <p>Do you have a basic understanding of bookkeeping, strong organizational skills, basic-intermediate knowledge of QuickBooks online and are proficient in Excel? Sharing duties with an experienced partner, you will:</p> <ul style="list-style-type: none"> • Pay bills as authorized by PTA and maintains records to track funds • Chair budget committee and prepare annual budget for adoption by the PTA, and reports for monthly board and PTA meetings • Ensure taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates

All positions require 1-2 hours per week, plus monthly PTA meeting (~2 hours)

Interested? Email ptaboard@proctorterracepta.org

PTA Board Nominations will occur at the March 10 PTA Meeting (6pm in the library)

Other PTA Committee positions needed for 2020/2021 include:
 After School Enrichment Coordinator, Read a Thon coordinator and more!