

Current PTA News

The following people have been nominated for PTA Executive Board Positions for the 2009-2010 school year:

President - Brenda MacDevitt
Vice President - Open
Recording Secretary – Donna Faber
Financial Secretary - Natalie Habash
Auditor - Moises Pelayo
Treasurer- Cathy Kenny
Corresponding Secretary – Open
Parliamentarian – Open
Historian – Open

Please contact the Principal if you have any interest in working with the PTA this year or next year.

TAYLOR PTA BOARD POSITIONS Summary of Duties and Time Commitment

President – Lead the organization; coordinate activities of board members and chairs; preside at board and association meetings; interface with school administration – Time Estimate: 5 – 10 hours/ week

Vice President – act as aide to the president and perform the president’s duties in the absence or disability of that officer – Time Estimate: 3 hours/month

Recording Secretary – Keep minutes of all meetings; record all expenditures in minutes – Time Estimate: 3 hours per month

Corresponding Secretary – Prepare all correspondence for the organization; notify officers of their election and chairs of their appointment; send notices of board meetings – Time Estimate: 5 hours per month

Treasurer – Keep books and records of the organization; prepare annual budget; pay all bills of the organization; prepare and present the treasurer’s report at all meetings; see to the preparation and filing of all required tax returns – Time Estimate: 5 hours/week

Financial Secretary – Receive all funds and make all bank deposits; supervise the counting of all cash; receive all cash at events sponsored by the organization; act as aide to the treasurer as needed – Time Estimate: 2 hours/month plus 2 hours/week at time of year when organization is receiving funds from activities.

Auditor – Audit the books and records of the organization twice a year. After each audit prepare and present an audit report to the board and the organization twice a year. Cannot be related by blood or marriage or live in the same household as treasurer and financial secretary or signers of checks – Time Estimate: 2 hours/month for meetings; time as needed to perform two audits and prepare audit report

Parliamentarian – Attend all meetings of the board and the organization and advise on parliamentary procedure as needed; review bylaws and advise on content – Time Estimate: 2 hours/month

Historian – assemble and preserve a record of the activities, achievements and volunteer hours of the organization – Time Estimate: 2 hours/month