



Dear Parents,

It's that time of year again for the PTA to recruit candidates to hold PTA board positions for the following year. We have many 5th grade board members that will be moving on to middle school and need to fill these open board positions. Please review the board positions below. **To volunteer for one of these board positions please go to our website, <https://beapta.weebly.com/> or email us at bartoweempta@gmail.com.** The board will vote to approve the slate at the May meeting. Thank you for your willingness to serve our school. If you have any questions, please contact Wendy Heath at bartoweempta@gmail.com.

BEA PTA Board:

- President – Coordinates officers and committees, presides at PTA meetings and works closely with the Principal.
- Vice President- Assist the president, accept delegated responsibility, lead meetings in President's absence and be an ambassador for the PTA and the school.
- VP Membership – Runs the annual membership campaign. Duties include distributing membership forms, organizing member lists and compiling and distributing PTA membership cards.
- VP Fundraising – Oversees and helps implement fundraisers including walk-a-thon, penny jar contests and others.
- VP Communication – Maintains social media, newsletters, and distributes PTA information. Sends out sponsorship letters and thank you notes.
- Recording Secretary – Takes minutes at each meeting and distributes to PTA members.
- Treasurer – Keeps permanent books of all monetary transactions and performs all duties expected of a Treasurer including, weekly deposits.
- Assistant Treasurer – Assists treasurer (see duties above).
- Special Events – Plans PTA events (Movie Night, Sweets with your Sweetie, etc)
- STEM Liaison – Works with STEM teacher and communicates garden needs to the Board.
- Hospitality – Provides and coordinates refreshments for various PTA activities including Staff Luncheons and appreciation events and FSA snacks.
- Uniform Swap Shop- Coordinates and advertises drop off/shopping dates, organizes clothing and shop volunteers as needed.
- School Supplies- Chooses a vendor and coordinates orders and deliveries of school supplies.