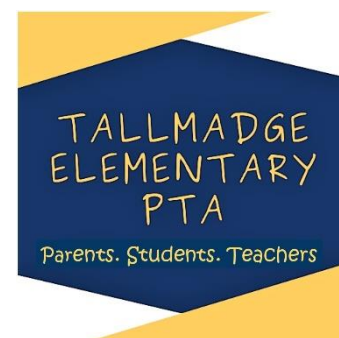


Executive Board Position

2021-2022 School Year



President:

- Oversees all aspects of PTA activities
- Monitors the budget in conjunction with the treasurer
- Oversees all committee heads to ensure committees are running smooth
- Conducts monthly meetings

1st Vice President:

- Acts as an aide to the President
- Fills in for the President when needed
- Assists in recruiting committee chairpersons and head room parents
- Oversees the We Are Tallmadge T-shirt order and distribution for all incoming Kindergarten students and new to Tallmadge students

2nd Vice President: (Membership)

- Organizes membership drives for individuals and businesses
- Acts as an aide to the President
- Serves as Membership committee chair

3rd Vice President: (Fundraising)

- Plans and runs all fundraising activities plus provides input for the following year's fundraising activities.
- Serves as Fundraiser committee chair.
- Acts as an aide to the President.

Treasurer:

- Maintains all financial records, provides a monthly report for the membership
- Files tax forms as needed and submits records for audit at the end of the year

Communications:

- Maintains the PTA Facebook and Twitter accounts along with the gmail account
- Helps create publish the monthly newsletter.
- Updates the PTA bulletin board
- Publishes the membership directory in the early Fall

Secretary:

- Takes meeting minutes and submits them to the membership for review
- Handles correspondence as needed

Historian:

- Coordinates pictures of events throughout the year for social media and the newsletter
- Produces the 5th grade slide show for the 5th grade farewell celebration.
- Assists as needed in planning the Founder's Day luncheon

Council Delegate:

- Represents Dunbar PTA at the Tallmadge Council of PTA meetings (3rd Friday of every month beginning at 9:30a.m. at the MEC building)
- Reports Council activities at the Dunbar PTA General meetings