

Carmel Parents & Teachers Association

*"VOLUNTEERS **DO NOT** NECESSARILY HAVE THE TIME; **THEY HAVE THE HEART.**"*

-ELIZABETH ANDREW

It is that time of year again! Carmel PTA is looking for volunteers who wish to be part of the 2021-2022 PTA Board.

Carmel PTA is behind many of your child's favorite events such as the Fall Festival, Book Fairs, Top Cat, Holiday Gift Shop, and the Cougar Store. We also coordinate several fundraisers throughout the year to ensure that all students have access to field trips, rewards, and activities.

OPEN POSITIONS FOR 2021-2022 CARMEL PTA BOARD

Elected Positions: President, Vice President, Secretary, Treasurer, and Historian.

(Volunteers in elected positions must attend monthly meetings and volunteer at least 3 days a week for the PTA.)

Appointed Positions: Auditor, Parliamentarian, and Membership Chairperson.

(Volunteers in appointed positions attend monthly meetings and volunteer at least once a week for the PTA.)

Coordinators: Cougar Store, Book fair, Box Tops, Spirit Gear, and Fall Festival.

(Volunteers in coordinator positions attend the board meeting prior to specific event. You are the "go-to" for your specific event and are responsible for coordinating all aspects pertaining to that project.)

- If you are interested in any position, click on the link included in this message and submit your nomination no later than Friday, April 2, 2021.
- On March 31st, immediately following the PTA Association Meeting, there will be a PTA Board orientation for those interested in joining the PTA Board.
- PTA Board Elections will be held on Wednesday, April 28, 2021 at our PTA Association Meeting at 3:00P.

For more information contact Carmel PTA at Ptacarmel@gmail.com

JOB DESCRIPTIONS

President: Presiding officer and the official representative of the Association.

- Lead the PTA towards specific goals set by PTA Board and PTA members.
- Delegation of tasks to other PTA Board and PTA members.
- Abide by and provide guidance on California State PTA policies and procedures.

Vice President: VP serves as the primary aide to the president.

- Perform the duties of the president in case of absence or disability.
- Perform such other duties as may be prescribed in the bylaws and standing rules or assigned by the association.
- Become familiar with the duties of each chairman.
- Provide guidance on California State PTA policies and procedures.

Secretary:

- Record minutes at each meeting. The secretary keeps a minute book with minutes of previous meetings and other material from predecessor, including the master set of the bylaws, list of members, and other official documents and records of the PTA. Prepare the minutes and give a copy to the president soon after each meeting.
- Contact PTA members to notify them of upcoming meetings or to recruit volunteers.

Treasurer: The treasurer is an elected officer and the authorized custodian of all funds of the local PTA.

- The treasurer's duties also include keeping records and preparing reports to comply with local, state and federal laws.
- Some responsibilities of the office are specified in the unit bylaws and the others are established by district PTA and the California State PTA procedures

Auditor: The auditor determines the accuracy of the books and records of the financial officers.

- Detect and recommend correction of errors.
- Protect the financial officer and relieve them of responsibility except in case of fraud.
- Verify funds have been transferred through channels.
- Assure the membership that the association's resource and funds are being managed in a businesslike manner with the regulation established for their use.

Historian: The historian assembles and preserve the record of activities and achievements of the PTA and assists the president in preparing the unit annual report. Historian records, like minutes, should be kept forever.

Membership Chairman: Along with the entire board, the president and the membership chairman are partners in guiding and directing the membership committee in a successful membership campaign. The Membership Chairman conducts a meeting before the beginning of the school year to establish the membership goals, design the membership outreach promotion, and plan yearlong duties and activities.

Box Tops: Collect box tops from each classroom, prepare box tops for mailing, and send them for reimbursement.

Cougar store, Book Fair, Spirit Gear and Fall Festival: Schedule event, arrange dates, be present for drop off and pick up of merchandise, set up and take down merchandise, do inventory when needed.

Mandatory board meetings are once a month and Association meetings are in September, January, March, and June.

***Thank You!!
Carmel PTA***