

SOUTH BROWARD PTA BOARD

LETTER OF INTENT

Complete the form below

Full Name :

Full Address :

E-Mail : Phone :

Date Of Birth :
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Are you PTA : Yes No
Member

Select Position(s) *(If you select multiple positions, rank them in order of preference):*

- President
- VP of Events
- VP of Volunteers
- Treasurer
- Secretary

I have read and understood the job description for the position to which I am applying:

NOMINATION TIMELINE:

03/31 All submission due
4/22 – PTA Election

PTA OFFICER POSITIONS AND THEIR DUTIES

President: Preside at all meetings; Communicate with the school administration, and School Board of Directors. Coordinate work of PTA Board, review financial reports.

VP for Volunteers: Hire, coordinate and monitor the work of volunteers, as assigned by the president.

VP for Events: Create, coordinate, and monitor the organization's events, and perform such other duties as may be assigned by the president.

Recording Secretary: Record minutes of all meetings.

Treasurer: Act as custodian of all funds. Keep accurate records of all receipts and disbursements, submit a written report at each meeting, serve as chairperson of the Budget Committee, and submit all records and submit all records for annual audit.