

Open PTSA Board Positions for 2019-2020

PTA Board positions are open to any Freedom High School parent and do not require previous board or PTA experience. If you are interested in becoming a PTSA board member please contact: Malisa Haley at mlhaley@mlhaleyconsulting.com.

Elections will be held at the April 11TH PTSA meeting.

President

The President works closely with the Principal, PTSA Board and Committee Chairs to lead PTSA activities throughout the school year. Ensures that activities are in compliance with the bylaws and that the budget is maintained.

- Runs monthly PTSA meetings
- Helps communicate PTSA programs and initiatives
- Act as liaison between parents and principal / staff
- Prepares a master calendar that includes meetings and special events
- Develops budget in conjunction with the Treasurer
- Coordinates the work of all the committees

First Vice President

Partners closely with the president and acts as their “right hand”. Acts as an aide to the president and performs other duties to assist the president in managing PTSA business.

Serves on the executive board.

Second Vice President (Student Representative Position)

Acts as an aide to the president and serves on the executive board.

Treasurer

Responsible for maintaining all financial accounts and records for the PTSA. Oversees ongoing PTSA finances to ensure adherence to the approved PTSA budget.

- Presents budget report for each PTSA meeting
- Generates the PTSA budget in conjunction with the President
- Informs committees of budgeted funds.
- Pay bills and reimbursements as required.
- Deposits PTSA funds in a timely manner
- Completes and submits reports and forms as required by National and State PTSA.
- Coordinates the annual audit of the books and tax filings

Acts as an aide to the president and serves on the executive board.

Secretary

Records the minutes of all meetings and maintains PTSA records including membership list.

Responsible for PTSA membership drive and maintenance of membership records.

Acts as an aide to the president and serves on the executive board.

Corresponding Secretary

Responsible for all PTA electronic media, including the PTA Web Page and Facebook. Web design experience not necessary, but “web saviness” is encouraged.

Maintain email list to communicate with membership, volunteers and administration.

Solicit volunteers as needed for PTSA and school functions as requested.

Acts as an aide to the president and serves on the executive board.