



As the 2017 – 2018 school year comes to an end, it is time to start thinking out the 2018 – 2019 school year. Are you interested in volunteering for an officer position at the **Kernodle Middle School PTA** for the 2018 – 2019 school year? Below are the officer positions available for the coming year.

President

- Oversees and coordinates the work of an executive board to run a PTA effectively
- Presides at PTA board and association meetings
- Serves as the official contact, communicator and representative of a PTA
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTA leaders to connect families, school and community to support student success

Vice President

- Act as aide to the president;
- Perform the duties of the president in the absence or inability of that officer to serve;
- Perform such other duties as may be assigned by the association.

Secretary

- Takes minutes at board and association meetings
- Co-signs formal papers with president: authorizations for payment, resolutions and formal letters
- Handles PTA correspondence as directed by the president
- Maintains and preserves PTA records and important documents to pass on at the end of the term

Treasurer

- Maintains permanent records to track unit funds and financial transactions
- Chairs budget committee and prepares annual budget for adoption by the association
- Pays all PTA bills as authorized by board or association
- Prepares reports for every board and association meeting and an annual financial report
- Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates

Nomination forms can be picked up at the front office. If you have any other questions feel free to contact the current PTA officers at info@kernodlepta.com.