



*One of the best ways to show your kids that school is important is to be a part of it!*

*\* The Arleta PTA works toward being an anti-racist organization and advancing equity. We ask that all officers and board members pledge to be leaders in this work.\**

**Take a leadership role within the PTA** and help support Arleta in being a great place for all our kids. No PTA experience is necessary and **everyone is welcome - this includes parents, caregivers, teachers & staff, grandparents, neighbors - anyone with some time and energy to put toward a great cause!** Training and assistance are available for all positions. The requested commitment is one year, with the option to extend for a second year. **Please consider the openings below and email [arletaschoolpta@gmail.com](mailto:arletaschoolpta@gmail.com) to learn more.**

*These positions are required for us to be a PTA:*

**President or two Co-Presidents:** Have you ever wanted to lead a non-profit? Do you have a passion for kids and community? Take a leadership role on the PTA board and make a difference at Arleta!

- Organize & facilitate board and general meetings
- Set strategy, budget priorities, and develop goals for the year
- Lead discussions with school staff, other schools' PTA leadership & Oregon PTA to advance strategy & goals
- Work most closely with Arleta PTA board & school staff
- Commit about 8 hours a month, which includes two meetings

**Treasurer:** Do you have a knack for numbers? The Treasurer keeps our finances organized and accurate!

- Manage the bank deposits, reimbursements and monthly financial reports
- Coordinate the annual audit
- Lead the Budget Committee
- Work most closely with President(s) & Secretary
- Commit about 6-8 hours a month, including two meetings

**Secretary:** If you're the kind of person who likes to document details and keep stellar records, the Secretary role is perfect for you!

- Take notes at meetings
- Communicate meeting dates and follow up after meetings with notes
- Keep meeting records organized and ensure the president signs approved notes
- Work most closely with President(s) and Treasurer
- Commit about 6 hours a month, which includes two meetings



*Know the phrase “many hands make light work?” These positions help the PTA meet its goals and build a community of Arleta supporters. These can be done mostly from home and can be shared with more than one person. –*

**Vice President:** Interested in leading, but would like to try a supporting role before taking the reins? The hope is that the Vice President will succeed the President the following year.

- Train with the president(s) to understand the role
- Help prepare meeting agenda and find guest speakers
- Supports the annual audit
- Work most closely with President(s) and Membership & Volunteer Coordinator
- Commit about 6 hours a month, which includes two meetings

**Member at Large:** This is a low commitment role that would be great for someone interested in learning the ropes and preparing for a future board role.

- Serve as a liaison between members and the board to communicate needs and ideas
- Support member recruitment and engagement activities
- Work most closely with President(s) and Membership & Volunteer Coordinator
- Commit about 4 hours a month, which includes two optional meetings

**Event Coordinator(s):** A fun and creative role that brings our community together!

- Recruit and lead volunteers to organize community events
- Lead day-of event logistics
- Manage event budget
- Work most closely with Fundraising and Member/Volunteer Coordinators
- Commit about 4 hours a month, depending on event schedule

**Family Engagement & Volunteer Coordinator(s):** What makes Arleta great is its people! This role would be great for someone that likes meeting people and building relationships.

- Lead family outreach and engagement activities, including to non-English speaking families
- Maintain a database of member & family information
- Organize volunteers for events
- Work most closely with President(s) and Event Coordinator
- Commit about 5 hours a month, which includes two optional meetings

**Garden Club Coordinator(s):** Take on a lead role keeping up with the Arleta Garden, organizing spruce up days, and help to develop outdoor education opportunities for students and families. You'll have the benefit of partnering with a long-time Garden Club Coordinator, so you'll have lots of help!

**Or create your own position!** Do you have any special skills or passion that you would like to bring to the PTA? We would love to hear from you!

As you consider which role is right for you, keep in mind that past members are available to get you acquainted with the PTA and you're welcome to team up with a partner to share a position.

**Please reach out with questions and nominations – [arletaschoolpta@gmail.com](mailto:arletaschoolpta@gmail.com)**

