



Join our leadership board

Open Positions:

President(s)
Vice President
Secretary
Treasurer
Events
Family Engagement
Garden Club

3 Great Reasons to Get Involved:

SHINE A SPOTLIGHT ON THE THINGS
YOU CARE ABOUT

FIND OUT HOW MONEY IS SPENT AND HELP
DIRECT WHERE IT GOES NEXT

SHOW THE KIDS AND TEACHERS IN YOUR LIFE
HOW MUCH YOU CARE ABOUT YOUR SCHOOL

Let us know you
are interested by
emailing

arletaschoolpta
@gmail.com



Join us!

We are
better
together



PRESIDENT OR CO-PRESIDENTS



**WHO RUNS
THIS THING?**

YOU DO!

- Organize and facilitate meetings
- Set strategy and goals



**HOURS PER
MONTH**



You're a connector,
working together with
the PTA board, school
staff, other schools'
PTAs & Oregon PTA

**MAKE A
DIFFERENCE**



LEARN MORE AT WWW.ARLETAPTA.ORG



TREASURER



**DO YOU HAVE A
KNACK FOR
NUMBERS?**

- Manage bank deposits, reimbursements & monthly reports
- Coordinate the annual audit



**6-8 HOURS
PER MONTH**



**KEEP OUR
FINANCES
ORGANIZED
& ACCURATE**

**LEAD THE BUDGET
COMMITTEE**

**WORK CLOSELY
WITH THE
PRESIDENT(S) &
SECRETARY**



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SECRETARY



**TAKING
NOTES IS
YOUR
SUPERPOWER!**

Record what happens at meetings and share notes after



**HOURS PER
MONTH**



Work most closely with President(s) & Treasurer

**TWO
MEETINGS
PER MONTH**



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VICE PRESIDENT



**NOT READY TO
LEAD YET, BUT
WANT TO
LEARN HOW?**

- Train with the president(s) to understand the role
- Help prepare meeting agenda and find guest speakers



**HOURS PER
MONTH**



- Support the annual audit
- Work most closely with President(s) and Engagement & Volunteer Coordinator

**THE HOPE IS THAT
THE VICE
PRESIDENT WILL
SUCCEED THE
PRESIDENT THE
FOLLOWING
YEAR.**



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MEMBER AT LARGE



**LEARN THE
ROPES
WITHOUT
A BIG
COMMITMENT**

- Share your ideas & vote on decisions
- Support member recruitment & engagement activities



**HOURS PER
MONTH**



Act as a liaison between members and the board to communicate needs and ideas.

**GET A TASTE
OF WHAT THIS
IS ALL ABOUT!**



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EVENT COORDINATOR(S)



**LOOKING FOR
A FUN
& CREATIVE
ROLE THAT
BRINGS OUR
COMMUNITY
TOGETHER?**

- Recruit & lead volunteers to organize community events
- Lead day-of event logistics
- Manage event budget



**HOURS PER
MONTH**

**depending on event schedule*

- Work most closely with Fundraising and Member/Volunteer Coordinators
- Help define what events look like in a post-pandemic world!



**EVENTS...
REMEMBER
THOSE?!**



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FAMILY ENGAGEMENT & VOLUNTEER COORDINATOR(S)

**WHAT MAKES
ARLETA GREAT
IS ITS PEOPLE!!**

- Lead family outreach and engagement activities, including to non-English speaking families
- Organize volunteers for events

5

**HOURS PER
MONTH**

- Maintain a database of member & families
- Work most closely with President(s) & Event Coordinator

**THIS ROLE IS
GREAT FOR
SOMEONE WHO
LIKES MEETING
PEOPLE AND
BUILDING
RELATIONSHIPS**

LEARN MORE AT WWW.ARLETAPTA.ORG



GARDEN CLUB COORDINATOR(S)



**TAKE A LEAD
ROLE WITH
THE ARLETA
GARDEN!**

- Organize "Spruce Up" days
- Help raise funds for garden improvements



**HOURS PER
MONTH**

- Help develop outdoor education opportunities for students & families
- You'll have help from a long-time garden coordinator!



**KEEP OUR
GARDEN
THRIVING!**



LEARN MORE AT WWW.ARLETAPTA.ORG



**Interested in learning more?
Great!**

Email ArletaSchoolPTA@gmail.com,
Call or text Melissa at 503-490-9381,
or message us on Facebook
@ArletaK8

