



Middle School PTA

# Join the Roosevelt Middle School PTA Executive Board! Nominations for 2017-2018

- ✓ I want Roosevelt Middle School to be one of the best schools in NJ
- ✓ I want my child to have a great school year – to learn, grow and to have fun
  - ✓ I want to help decide what programs and events are offered at RMS
    - ✓ I want to take action and be more involved!

If any of the above statements are true, then help us help RMS. Parent involvement is critical for a successful school, so please volunteer as a PTA Executive Board Member.

Dedicated teachers, staff, and PARENTS help make RMS a great school!  
Join us – it’s rewarding, it’s important, and fun!

Nominate yourself or someone else. See back of form for position descriptions. If you have any questions, please email: [paulahealey524@gmail.com](mailto:paulahealey524@gmail.com)

**Please return this form in an envelope marked PTA Nominating Committee or email**

**[paulahealey524@gmail.com](mailto:paulahealey524@gmail.com) by April 6**

**Executive Board Officers**

**Nominee Name / Phone Number / Email Address**

President: \_\_\_\_\_

1<sup>st</sup> Vice President: President Elect \_\_\_\_\_

2<sup>nd</sup> Vice President: Membership \_\_\_\_\_

3<sup>rd</sup> Vice President: Fundraising \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_



## Officer Descriptions (One Year Term)

**President:** Directly responsible for planning & managing all Executive Board & General PTA meetings, manages day-to-day operations of the PTA, and works with the National & State PTA to ensure the proper following of guidelines & requirements. Must have some board/committee experience. Attends Council of PTA, Executive Committee & Executive Board meetings; works closely with the Treasurer to prepare the annual budget; maintains a constant flow of communication & working relationship between the RMS parent/teacher community, the Principal, the BOE, other WO PTA's & the WO community.

**1<sup>st</sup> VP – President Elect:** Aide to the President and directly responsible for grant research. The 1<sup>st</sup> VP is the liaison between the Executive Board and Chairperson(s) for culturally related school assemblies. Shadows the President with intent to be nominated and elected for the following year Presidency. Administers the RMS newsletter.

**2<sup>nd</sup> VP, Membership:** Directly responsible for managing PTA member recruitment, collecting PTA membership dues, submitting dues to the Treasurer, and reporting the PTA membership roster to the NJ PTA. Liaison between Executive Board and Chairperson(s) for the following PTA Committee: Nominations Committee

**3<sup>rd</sup> VP, Fund-raising:** Directly responsible for developing and implementing fundraisers throughout the school year. Liaison between the Executive Board and Chairperson(s) for annual fundraising events

**Secretary:** Directly Responsible for recording the minutes of the PTA Executive Board and General PTA meetings and maintaining all official PTA files and records. They issue official correspondence of the PTA and is the administrator of RMS Facebook page & website responsibilities.

**Treasurer:** Directly responsible for managing the funds of the PTA, and submitting a Treasurer's report at Executive Board Meetings and at General PTA Meetings. Liaisons between the Executive Board and Chairperson(s) for the following PTA Committee: Audit. Will work closely with the President when preparing the annual budget. Will receive, record and deposit monies for PTA accounts, and will pay by check all bills as authorized. Will maintain financial records and forward to the state PTA, the state and national portion of membership dues. Will submit annual 990 tax returns and 1099 tax forms.

### All Board Members:

- Must be or become a PTA Member.
- Must attend monthly meetings: Executive Board and General PTA meetings.
- Are expected to participate as necessary to ensure proper functioning of the board (i.e. participate in social functions, PTA sponsored functions, BOE meetings).
- Must be familiar with and abide by current Roosevelt Middle School, NJPTA and National PTA Bylaws.