

**Louisa Boren STEM K-8 PTA Executive Team
President and Vice President
Roles and Responsibilities**

The STEM K8 PTA Board of Directors is engaged, active, and committed to providing funding and activities to engage all students and teachers. We look forward to filling two important positions for the 2020-21 school year, President and Vice President. The Vice President position “rolls up” to President for the 2021-22 school year (a two-year commitment).

PRESIDENT

Duties of the President include:

- Participating in and volunteering for school and PTA events;
- Supporting all aspects of PTA Fundraising, such as the annual Direct Give; Auction, Hammering Owl Art Extravaganza events, and more;
- Running monthly General PTA Membership meetings;
- Running monthly Executive Team and General Board meetings;
- Creating the membership meeting agendas (with Board and member input);
- Receiving and managing teacher and school requests for funding;
- Depositing and signing checks as needed;
- Meeting monthly with the school Principal;
- Partnering with the VP and Treasurer to ensure the Board fulfills the legal requirements of non-profit organizations, including; developing an annual budget, filing taxes, paying the accountant, and other items;
- Recruiting board members and parent/guardian members;
- Meeting other parents, learning about STEM and the school district, and having fun!

VICE PRESIDENT

Duties of the Vice President include:

- Leading committees as needed;
- Participating in at least one major fundraising initiative;
- Participating in and volunteering for school and PTA events;
- Depositing and signing checks as needed;
- Participating in monthly meetings and other communications with the school Principal and PTA President;
- Planning membership meeting agendas with the President;
- Preparing for the President position in year two;
- Meeting other parents, learning about STEM and the school district, and having fun!