



2010-2011 Wagon Wheel PTA Needs YOU!



PTA Officer elections for the 2010-2011 School Year will occur in March at the PTA Association Meeting. Elected Officers must be slated and posted by February 8, 2010.

Please consider becoming an officer on the Wagon Wheel PTA. No experience necessary – just a desire to make our school the best it can be for our kids. We will be working to form a slate of officers for next year to be posted in February. **Please return this form with your child to the school.**

PTA Elected Officers Interest Sheet 2010-2011 School Year

Name: _____ HomePhone# _____

Current Position: _____ E-mail _____

Position	Description	Interest
President	Presides at the Executive Board and Association meetings. Attends all Council and District Parent Council meetings. Coordinates the work of all officers and chairmen.	
Executive Vice Pres.	Assists and stands in for the President when needed, works on special assignments.	
Vice President Ways and Means	Plans ways to raise funds. Coordinates chairmen in meeting fundraising goals.	
Vice President Programs	Works with school staff, teachers and Executive Board to plan assemblies, coordinates paperwork for the district.	
Vice President Volunteers	Recruits and coordinates volunteers for all PTA supported activities. Maintains volunteer database and sends reminders.	
Recording Secretary	Keeps an accurate record (minutes) of all meetings. Keeps all legal records of PTA.	
Treasurer	Keeps an accounting record of all monies paid and received. Pays all bills. Informs PTA members of expenditures. Maintains budget.	
Financial Secretary	Receives, gives receipts and keeps accounting of all monies received. Works closely with the Treasurer.	
Auditor	Examines financial records and minutes twice a year. Presents semi-annual reports to the Executive Board and Association in addition to preparing tax reports for CPA.	
Historian	Assembles and records activities, achievements, volunteer hours, membership numbers, etc. of the Association. Prepares scrapbook of school events.	

Please return this form to the Wagon Wheel School Office by Friday, January 22th. Thanks!
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