



We need Volunteers to fill the following East Rutherford PTA Executive Board Positions for the 2018/2019 School Year

Join the PTA and you can apply for any of the positions

President | Vice President | Recording Secretary | Corresponding Secretary | Treasurer

We are also looking for volunteers to join one of the following committees:

McKenzie Representative | Faust Representative | Cultural Events | ByLaws | Membership | Ways and Means

Our current PTA board members and committees have done an amazing job and all the work they have put forth has been for no one else but our children. However it is time to re-elect, and if these positions are not filled, we risk losing the East Rutherford PTA. Therefore we are looking for responsible people who are willing to volunteer and become a part of something greater than the position itself.

Our East Rutherford PTA provides students with community support and fundraising. If we have more volunteers, we can have more fundraisers and programs our children can enjoy. The PTA also allows the opportunity to be a class parent, volunteer within the school, provide educational or fun programs and support for field days. We also run the book fair, holiday bazaar, picture day and so much more.

We focus on issues that are important to you the parent and school administrators. We work hard to receive full funding for our schools, good teachers and capabilities for schools to grow. The PTA improves communication by informing the community of current events and issues. Parents involved in the PTA get a better understanding of the challenges the schools face and become a part of the solution. You develop a closer relationship with parents, teachers and in the end our students thrive

Please consider volunteering or nominating someone for an East Rutherford PTA Executive Board seat or one of our committee positions. Please see job descriptions page. If interested please email erptanominate2018@gmail.com

PTA Job Descriptions

President

- *Plan and run monthly meeting for both public and executive
- *Oversee all committees
- *Book and organize all big events (class pictures, book fairs, holiday bazaar) and any other functions that are planned
- *Work with both schools on scheduling events (dates) for approval

Vice President

- *Collaborate with the President
- *Preside at all meetings when the President is unable to attend
- *Attend all County and State meetings if the President is unable to do so
- *If a vacancy occurs in the office of President, in the designated order, until election takes place assume duties for the remaining term according to the bylaws

Recording Secretary

- *Recording the minutes of all meetings of the PTA and of the executive committee/board and make copies of them for the next PTA meeting
- *Maintain complete records of members and leaders
- *According to our bylaws, the recording secretary shall send the Annual Report of

Local PTA Officers to the State office of the NJ PTA and the President of the County Council

Corresponding Secretary

- *Responsible for incoming and outgoing correspondence
- *Read correspondence
- *Read correspondence at executive board and association meetings, as requested by the President
- *Maintain an up to date file of all correspondence
- *Work with administrators and the Principal to inform school and community about PTA programs and events

Treasurer

- *Assist in developing the budget for the current school year
- *Manage the funds of both PTA and 8th grade graduating class
- *Keep an accurate and detailed account in permanent book of all monies received and paid out
- *Prepare and submit a Treasurer's report at general meetings (monthly) and executive meetings
- *Responsible for maintain the PTA insurance, legalized and tax exempt status
- *Prepare and arrange for annual audits, preserving all check requests, bank

statements, canceled checks, and other supporting financial documents

*Prepare the annual tax returns

McKenzie Rep. and Faust Rep

- *The go to person for parents and teachers with questions or problems
- *Manage school events such as the book fair, holiday bazaar, picture day, field day and teacher appreciation day
- *Coordinate class parents
- *Create and send out flyers regarding the need for volunteers at school events, as well as announcements and reminders which are sent home with students
- *Coordinate the marketing, sales, set-up and tear down, staffing (with assistance of volunteers), inventory control and overall operations for each event

Cultural Events

*Team up with the Principles in both schools and book programs for them

BYLAWS

- * You need to be at all PTA general meetings and all the PTA board meetings
- *Ensure all present at meetings act within Bylaws, and within some approximation of parliamentary procedure
- *Chair the Bylaws Committee and review bylaws and standing rules annually and

formal adoption of new bylaws is completed every other year

*Manage/oversee the Nominating Committees/remains available to assist them at their request. However the Parliamentarian meets with the committee only if s/he has been elected to the committee

Ways and Means

- *Research all fundraisers and plan the fundraiser with the approval of the board
- *Continue to monitor success of fundraisers and recommend changes to fundraising objectives and strategies
- *Work with school representatives as they are the coordinating the execution of each fundraising event

Membership

- *Coordinate membership drive and get membership sign ups out
- *Be present at school functions to explain importance of the PTA
- *Document all members of the PTA, and keeping a detailed record of each, and report them to the Bergen County PTA and State
- *Create a theme for membership and decorate a wall in McKenzie School with all the members' name