

The East Rutherford PTA is seeking volunteers to fill its Board and Committee positions for the 2024-2025 school year!

The mission of the Parent Teacher Association (PTA) is to make our East Rutherford schools a better place for children to learn. It is a volunteer-based organization that provides resources and programs to the families in our community. The PTA addresses issues that are important to parents and school administrators, including funding, quality teachers, and capabilities that allow our schools to thrive.

The PTA facilitates parental involvement in school activities, creates a positive and supportive environment for students, serves as a channel for information-sharing and collaboration, plays a crucial role in mobilizing financial support to enrich the educational experience, and builds a sense of community through a variety of programs, family-oriented activities, and special events.

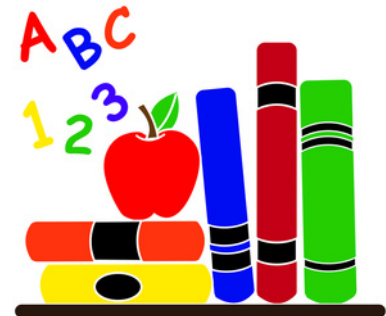
Because the PTA relies on volunteers to organize and execute its initiatives, community participation is essential. Parents involved in the PTA get a better understanding of the challenges faced by schools and become part of the solution. The ERPTA is seeking responsible people who are interested in contributing toward the success of our children.

Executive Board Seats:

- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer

Committee Chair Positions:

- Membership
- By-Laws
- Ways and Means/Fundraising
- Social Media
- Cultural Events
- McKenzie/Lincoln/Faust Representatives (*one per school*)



Please see the next page for position descriptions.

To volunteer or nominate someone for an ERPTA Executive Board seat or Committee Chair position, please email the Nominating Committee at ERPTAnominations2024@gmail.com.

East Rutherford PTA Position Descriptions

EXECUTIVE BOARD SEATS

President – plan and run monthly public and executive meetings; oversee all committees; book and organize all big events (class photos, book fairs, holiday bazaar, etc.) and any other planned functions; work with schools on scheduling events (dates) for approval

Vice President – collaborate with the President; preside at all meetings when the President is unavailable; attend all County and State meetings when the President is unavailable; if the President position becomes vacant, assume all duties for the remaining term until an election takes place, according to the by-laws

Recording Secretary – record the minutes of all public and executive meetings, and share them for the next PTA meeting; maintain complete records of board members and committee members; submit the Annual Report of Local PTA Officers to the State office of the NJ PTA and to the President of the County Council, according to the by-laws

Corresponding Secretary – handle incoming and outgoing correspondence; read correspondence at public and executive board meetings, as requested by the President; maintain current records of all correspondence; work with school administrators to inform community members about PTA programs and events

Treasurer – assist in developing the annual school budget; manage the funds of both the PTA and the 8th Grade Committee; keep an accurate and detailed account in permanent book of all monies received and paid out; prepare and present a Treasurer's Report at monthly public and executive meetings; maintain the PTA insurance, legalized, and tax-exempt status; prepare for annual audits by preserving all check requests, bank statements, canceled checks, and other supporting financial documents; prepare annual tax returns

COMMITTEE CHAIR POSITIONS

Membership – coordinate an annual membership drive; be present at school functions to explain the importance of the PTA to increase memberships; maintain complete records of all members and report them to the Bergen County PTA and the State of NJ; create a membership theme and decorate a wall in McKenzie with all member names

By-Laws – attend all public and executive PTA meetings; ensure all individuals present at meetings act within the guidelines of the by-laws, and within some approximation of parliamentary procedure; serve as the Chair of the By-Laws Committee; review the by-laws and standing rules annually; oversee the formal adoption of new by-laws every other year; manage the Nominating Committee and remain available to assist them, as needed (however, the Parliamentarian meets with the committee only he/she has been elected to the committee)

Ways and Means/Fundraising – present fundraising ideas to the board for consideration; lead the planning of all fundraisers that are approved by the board; work with school representatives to coordinate the execution of each fundraising event; monitor the success of fundraisers and recommend changes to objectives and strategies

Social Media – manage all ERPTA social media pages; proactively share news, updates, reminders, and other important information with PTA members and the community via social media; manage member hub communications and all media-related needs, including monthly meeting Zoom slide presentations

Cultural Events – coordinate with school administrators to plan culturally-relevant events and activities

McKenzie/Lincoln/Faust Representatives (*one per school*) – serve as the go-to person for parents and teachers with questions or concerns; manage school events such as the book fair, holiday bazaar, photo day, field day, and teacher appreciation day; coordinate Class Parents (McKenzie only); coordinate Homeroom Reps (Lincoln only); create and disseminate flyers regarding the need for volunteers at school events, as well as reminders which are sent home with students; coordinate the marketing, sales, set-up and tear-down, staffing, inventory control, and overall operation for each event