



MTMS PTA

Executive Board

<i>President</i>	Plans meeting agendas and executes that agenda. Oversees duties of the Board. Works with the Principal and Committee Chairs to set dates for fundraisers, parties, etc.
<i>Vice-President</i>	Leads meetings if President is absent. Supports President, board members, and committee chairs.
<i>Treasurer</i>	Keeps financial records and updates Board at meeting. Helps create a budget from year to year. Email teachers and School Bookkeeper (Tammi) regarding the status of their teacher grant once the Board has voted. Leads meeting if President and Vice-President are absent.
<i>Secretary</i>	Takes notes at meetings. Posts minutes to Google Drive. Oversees Social Committee. Supports board members and committees when help is needed.
<i>Fundraising/Spirit Wear</i>	Works with the Board to implement a main fundraising campaign or fundraising throughout the year. Create monetary goal with the help of the board to meet financial needs/goals of the year. Make social media posts, write Wolf Wire blurbs, and draft Skyward emails publicizing events.
<i>Communication</i>	Makes posts to PTA's Facebook and Instagram accounts. Uses the social media accounts to support and recognize staff and students.

Committee Positions

<i>Staff Appreciation</i>	Plans staff appreciation throughout the year. Make social media posts, write Wolf Wire articles, draft Skyward emails publicizing these events.
<i>Socials Planner</i>	Work with Board to coordinate dates. Work within the budget to secure a DJ. With the remaining budget, decide on entry fee (if one), food, decorations, activities, etc. Create needed publicity.
<i>Givebacks</i>	Works with the Board to organize at least 3-4 give back nights throughout the year. Make social media posts, write Wolf Wire articles, and draft Skyward emails publicizing these events.