



LOOKING FOR LEADERS



PTA BOARD POSITIONS FOR THE SCHOOL YEAR 2025-2026

Make a positive impact at our school! The following positions need to be filled for the 2025-26 school year! Our school's PTA is preparing to fill some very important roles for next year's PTA Executive Board. If you are interested in joining our team, please contact one of our current board members or the head of our nominating committee, Michelle Yi (parliamentarian@turtlerockpta.org). Below are the open positions and a description of their responsibilities.



President: Serves as the official contact, communicator and representative of the PTA; presides at Board and General meetings; coordinates work of the PTA Board to run the PTA effectively; serve as ex-officio member of all committees; confers regularly with the principal on parent/PTA concerns.

Executive Vice President: Shadows President with the interest of serving as President in future years. Fills in for the President during any absence; helps PTA leaders to connect families, school and community to support student success.

VP of Membership: This role will plan and lead the annual planning to recruit families to join PTA. The annual membership pledge drive takes place at the start of the school year until late Fall and provides a significant part of the budget for the school year that makes possible resources and enrichment opportunities for all students. Meet before the beginning of the school year and work closely with the school principal, and lead a membership committee to plan the Fall membership drive; oversee committee to develop marketing flyers, run classroom competitions, and distribute prizes for students to encourage parents and teachers to join PTA; collect dues and promote membership throughout the year, providing membership updates to Board, collecting dues.

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VP of Fundraising: Solicit sponsors from local businesses for PTA programs; Lead a committee for our annual Spring jogathon which is our 2nd largest fundraiser.

VP of Family Events: Lead committee for family events such as Back to School Movie Night and Fall Festival; book vendors and coordinate communication about events; organize volunteer support for events. Are you organized? Like to communicate with others? This job is for you!

Treasurer: Prepares and monitors the annual budget; maintains permanent records to track funds; pays PTA bills; prepares budget reports for Board and Association meetings and an annual financial report; ensures required taxes and reports are completed and submitted by the due dates.

Auditor: Audit the books and financial records of the PTA semi-annually; presents written reports on audits to the Board and the Association.

Financial Secretary: Works closely with the treasurer and other financial officers in handling PTA funds; keeps a record of all PTA funds collected, deposited and disbursed.

Secretary: Takes minutes at Board and Association meetings and communicates the minutes; file records and correspondence to pass on at end of term; co-signs formal papers with president; authorizations for payment.

Corresponding Secretary: Completes the duties of the Secretary during an absence; works closely with all officers and may lead specific efforts identified by the Board as a critical need for the school year that impacts all students and families.

Historian: Collects PTA volunteer hours of service and submits the PTA Unit-Annual Historian Report to council/district PTA; support yearbook and preserve a record of PTA activities and achievements.

Parliamentarian: Assists the president to manage meetings and advises on parliamentary procedure; chairs by-laws committee to review Bylaws each year; leads the nominating committee to elect the following year's PTA Board.

[I'm Interested and I would like more information! Click Here](#)

