

Jefferson Preschool

Board Opportunities and Descriptions

President

- Monthly PTA Meetings: plan agenda and facilitate
- Membership recruiting
- Attend Monthly District 200 PTA Council meetings (usually Wednesday mornings)
- Calendar of events
- Maintain by-laws and standing rules; update if needed (usually every two years)
- Open all bank statements and check signatures and checks

Vice President of Events

Arrange for –

- Refreshments at council level board meetings (once per school year)
- Cards and gifts for staff for babies, illnesses or deaths
- Two cultural arts assemblies; one in fall and one in spring

Oversee -

- September Family Hay Ride
- Beautification
- Spirit Wear
- October Ice Cream Social
- November American Education Week
- Grandparents Day
- May Staff Appreciation Week

Vice President Fundraising

Oversee -

- Gift Certificate Drives
- Book Fair
- February Family Fun Night and Raffle

Secretary

- Type minutes from each PTA meeting and distribute
- Correspondences

Treasurer

- Budget and Monthly Reports
- Tax Forms
- Dues Payments
- Incorporation Fees
- Check balancing, deposits and withdrawals
- Insurance Payments
- Manage and Distribute Membership List