

New Market Middle School PTSA

Board of Directors/Officers and Committee Chairs

Nominations for 2023-24 School Year

President – The president shall preside at every general, board of directors, and executive committee meeting of this local PTA/PTSA; coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted; be a member ex officio of all committees except the nominating committee; review bank statements monthly, and sign and date; represent this PTA/PTSA at all council meetings or send an alternate; and, perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Vice President – Performing duties of the President in the absence or inability of that officer to serve. Performs such other duties as may be described in these bylaws or assigned by this local PTA or by the Board of Directors. The V.P. shall assist the President with communications between half of the approved and filled committee, specific committees to be assigned at the first meeting of the fiscal year.

Treasurer – Will have custody of all funds of this local PTA. Keep a full accurate account of receipts and expenditures including reconciliation of the bank statement each month. Make disbursements as authorized by the President or Board of Directors of this local PTA in accordance with the budget adopted by this local PTA. Present a written financial statement at every meeting of the Executive Committee, the Board of Directors, the General Membership and at other times when requested by the Board of Directors. Not an exhaustive list.

Secretary – Record the minutes of all meetings of this local PTA, the Board of Directors, and Executive Committee. Be prepared to read the records of the previous meetings. File all records. Have a current copy of the bylaws. Maintain a current membership list. Perform such other duties as may be prescribed in these bylaws or assigned by this local PTA or by the Board of Directors.

Committee Chairs and Members - Needed to coordinate and management the activity for the respective committee listed below:

- a) Fundraising
- b) Social Media/Website
- c) Membership Committee
- d) Staff Appreciation Committee
- e) School Dance Committee
- f) Reflections/Cultural Arts Committee
- g) Destination Imagination/Robotics Club
- h) Liaison to SGA
- i) Nominations Committee