

North Elementary's PTA is looking for members for our PTA Board for the 2026-2027 school year. Please see the following available positions, along with their description. If you are interested in a position please reach out to our PTA by the end of Spring Break.

northelementarypta@gmail.com

President Elect

Term begins July 1st

President-Elect Responsibilities

- Shadow the current President throughout the year to learn the role and become familiar with PTA leadership responsibilities.
- Attend and participate in Board and general PTA meetings.
- Attend PTA Council meetings with the President.
- Become familiar with PTA programs, resources, and procedures.
- Prepare for leadership by attending additional trainings offered by the local council, region, or Utah State PTA when available.

- Support and encourage volunteers by attending as many PTA events as possible and showing appreciation for those who give their time.
- **Automatically succeed to the office of President at the end of the current President's term.**

Transition Period (March–June)
After being officially voted in as the next year's President, the President-Elect begins preparing for the upcoming term by:

- Meeting with their incoming board members.
- Conducting a needs assessment and setting goals for the coming year.
- Meeting with the school principal to begin planning the PTA calendar.
- Beginning the budget planning process with their incoming board.
- Attending the Utah State PTA Convention with your new board (in person or virtually).
- Helping ensure a smooth transition for the new board before the term officially begins on July 1.

PTA Culture

- Be a positive and encouraging member of the PTA. As a volunteer organization, we strive to recognize and appreciate those who generously give their time and efforts to help create a wonderful elementary school experience for our children.

Vice President Duties

term begins July 1st

General Time Commitment

- Approximately 1 hour per week (on average) to complete PTA-related tasks, support the President, and assist event chairs as needed.

Key Responsibilities

- Maintain weekly communication with the PTA President (in person or virtually).
- Attend and participate in Board and general PTA meetings, and conduct meetings if the President is unavailable.
- Support and encourage volunteers by attending as many PTA events as possible and showing appreciation for those who give their time.
- Assist the President by supporting assigned event chairs (approximately 10 events/projects). This includes helping ensure:
    - They have the help they need
    - Their events are on track to run smoothly
    - Event information is communicated to parents in a timely manner
- Assist the PTA Board with preparation for and participation in Back-to-School Night.

Vice President vs. President Elect

- A **Vice President** supports the President but does not automatically move into the President role.
- The **President Elect** participates in PTA, shadows the President occasionally, but doesn't have any specific duties until March when they are officially voted in as the next year's president and the transition period begins.

Training (Optional but Encouraged)
- Attend Utah State PTA training in May prior to the start of the school year (available in person or virtually).
- Training costs can be reimbursed by the PTA.
- PTA bylaws require at least two board members from each local PTA to attend.

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Treasurer Duties *Term begins July 1st*

General Time Commitment
- Approximately 1 hour per week (on average) to complete PTA financial tasks.

Financial Responsibilities
- Write reimbursement checks.
- Complete and file required financial paperwork.
- Enter financial information into QuickBooks.
- Make deposits at the bank.
- Print and maintain financial reports.

Event Financial Oversight
- At events where money is collected, oversee the counting, recording, and depositing of funds (examples include Book Fairs, in-person apparel sales, Harvest Festival, Penny Wars, etc.).

Meetings and Reporting
- Attend and participate in Board and general PTA meetings.
- Present a monthly profit/loss report to the board.

Event Leadership
- Serve as the Chairperson for the Penny Wars fundraiser (held Monday–Thursday mornings in late February).

Board Collaboration

- Assist the PTA Board with preparation for and participation in Back-to-School Night.
- Attend and show support for volunteers at as many PTA events as possible.

Year-End Financial Reconciliation

- After the books are closed for the year, submit them for an Annual Financial Reconciliation (AFR) by an auditor or AFR committee.
    - Training will be provided for this process.

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Secretary Duties

Term begins July 1st

General Time Commitment

- Approximately 1 hour per week (on average) to complete PTA-related tasks.

Communication & Organization

- Send necessary information and announcements to parents.
- Manage the PTA's social media account (Instagram).
- Create event flyers and graphics using Canva.
- Maintain and organize all official PTA records.

Meetings & Documentation

- Attend and participate in Board and general PTA meetings.
- Record attendance at meetings.
- Take detailed notes and prepare official meeting minutes.
- Read the previous meeting's minutes at the start of each meeting.
- When necessary, facilitate voting and count votes, ensuring that the required quorum (at least 10 members) is present.
- Work with the PTA President to create meeting agendas.
- Send out meeting announcements and agendas to members in advance.
- After meetings, finalize and sign the minutes with the President and submit them to the permanent PTA record.

Board Collaboration

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