

REID ROSS CLASSICAL MIDDLE AND HIGH SCHOOL CURRENT PTA VACANCIES

No Experience Required-Training Provided

Basic Responsibilities of the 1st Vice President

The 1st vice president may be called upon at any time to temporarily assume the place of the president; therefore, he or she should study the president's duties and responsibilities and be familiar with the work of the PTA. In the event of the president's resignation, the vice president assumes all duties until the president's position is filled in accordance with the bylaws.

The 1st vice president is responsible for:

- Performing specific duties as provided for in the bylaws;
- Assuming responsibility for duties designated by the president; and
- Representing the president in his or her absence or upon request.
- Support membership, fundraising and programs related to high school success at Reid Ross Classical School

Basic Responsibilities of the 2nd Vice President

The 2nd vice president is responsible for:

- Performing specific duties as provided for in the bylaws;
- Assuming responsibility for duties designated by the president; and
- Representing the PTA at Reid Ross activities and events.
- Support membership, fundraising and programs related to **middle school** success at Reid Ross Classical School

Basic Responsibilities of a Committee Chairs

- **Chair of Membership**-Membership is the heart of PTA. The membership chairman primary responsibility is to plan, guide and direct the membership committee in a successful membership campaign. • Plan a membership promotion campaign that uses a variety of methods and outreach activities to promote the value of PTA. • Develop a plan that ensures that every member receives a membership card. • Report membership enrollment counts and dues monthly according the DP PTA procedures to the Treasurer and President
- **Chair of Fundraising**-• Lead and coordinate three major fund raisers. • Recruit volunteers and support key fund-raising events. • Monitor success of fundraisers and to recommend changes to fund raising objectives and strategies over time.
- **Chair of Programs**-• Provide on-going support with helping to make all parents feel welcome and are invited to be a part of Reid Ross Classical PTA. • Lead parent education evening events or programs during the PTA meetings throughout the year. • Provide hospitality at meetings and events. • Researchers national and state initiatives to support Reid Ross Classical students' achievement.

If you are interested in a current vacancy or serving on a committee,

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please email pta.rccs@gmail.com to gain more information.