

<b>Position</b>	<b>Current Board</b>	<b>Description/Responsibilities</b>	<b>Time Commitment</b>
President	Trisha Marshall	<p>The president is the presiding officer and the official spokesperson of the local PTA or council. The president presides at all meetings and plans the meeting agenda with the PTA secretary, utilizing input from others. The president must remain impartial when serving as the presiding officer at meetings.</p> <p>The president delegates responsibility and develops leaders by empowering others and acknowledging their efforts. He or she should communicate regularly with officers and chairs and be available to members. The president ensures that all officers, chairs, and committee members are current PTA members. The president serves as an ex officio member of all committees except the nominating committee. (Ex officio means “by virtue of one’s status.”) He or she should participate in planning and conducting an orientation for the board of directors.</p>	5-7 hours per month
VP Volunteers	Allison Sweeney Mary Vickers	The VP(s) of Volunteers ensure that 1) we have the volunteers needed to execute our programs and 2) that volunteers continually feel recognized and appreciated for their service to our PTA community and to our school.	3-5 hours per month
VP Programs	Sarika Sikka	The VP(s) of Programs ensure that our family and academic events and programs take place and that they reflect the needs and desires of the school, students and families. Academic events include Geography Bee and Spelling Bee. Family events can include programs like the Costume Carnival, Culture Fair, Back to School Picnic, End of School party, Science Expo, etc. The VPs recommend the events and the timing of them and direct Chairs in their execution. The Art Docent Program also falls under Programs, but is led by our Art Docent Chairs. The VPs also recommend and then ensure execution of any after school programming for students outside of school-led events (eg. Theater Programs, etc)	3-6 hours per month
VP Outreach	Nicole Anderson Tammy Chin	Help ensure that each and every family feels a part of the Newcastle Elementary community and that our PTA family is an active part of our greater ISD community. This is done through the organization of community outreach events like Movie Nights and via community service projects such as Food for the Break, Holiday Gift Barn, etc.	3-5 hours per month
VP Ways and Means	Ali Bligh Marcia O’Donoghue	Ways and Means is the Fundraising arm of our PTSA, responsible for determining which fundraising activities are in place to ensure that the PTA has the funds needed to deliver against our commitments and overseeing the execution of those activities. At Newcastle this has traditionally included the biannual auction, Orange Ruler Fun Run, Spirit Wear, and Community fundraising activities (Dine for Kids, etc).	3-5 hours per month

Treasurer	<p>Mary Maguire Brown</p> <p>Daisy Forsythe</p>	<p>The members elect the treasurer to be the authorized custodian to manage the funds of the PTA on behalf of the membership and the board of directors. The funds, the books, and the record-keeping materials are the property of the PTA. The treasurer serves as an active participant on the board of directors and executive committee and attends all meetings of each body. The treasurer serves as chair of the budget committee and presents the budget to the board and membership.</p> <ul style="list-style-type: none"> <li>• Assure all PTA funds are promptly deposited into one or more bank accounts where PTA funds are maintained, separate from funds of any other organization.</li> <li>• Assure that appropriate and adequate insurance (liability insurance at a minimum) is purchased for the PTA.</li> <li>• Keep an accurate and detailed account of all funds received and disbursed.</li> <li>• Pay all authorized financial obligations of the PTA, including membership dues and fees owed to a council (if any), in a timely manner.</li> <li>• Prepare and file the appropriate IRS informational forms (990-N, 990-EZ or 990), state sales tax forms, annual incorporation renewal report, Charitable Solicitations report, business license, and any city/county licenses in a timely manner.</li> <li>• Preserve all receipts, invoices, bank statements, cancelled checks, and other financial records as specified in the records retention timetable.</li> <li>• Submit a detailed, written monthly financial report at each meeting of the PTA membership and each meeting of the board of directors.</li> <li>• Submit written reports by mail or email to the board during months when no meetings are held.</li> <li>• Develop and present, with the support of the budget committee, the budget for the following year.</li> <li>• Submit an annual report at the end of the fiscal year (June 30).</li> <li>• Prior to delivering the books to the successor treasurer, submit the current year's records to a financial review committee.</li> </ul>	4-6 hours per month
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Secretary	Rebecca Nguyen Elysa Piha	The secretary shall take minutes, may plan the meeting agenda, issues notices of meetings, handles correspondence, and keeps an up-to-date roster of members and a current record of all committees. The secretary shall also serve in other ways as directed by the local PTA's standing rules or by the president.	2-3 hours per month
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