

## **PTSA Board Members sought for the 2021-2022 School Year**

The Madison PTSA Board is searching for parent leaders interested in working to support the Madison Middle School Community.

The following are the positions we are currently looking to fill:

### **Open Elected Positions for 2021-2022 (Co-Officers for each position are allowed):**

**President** – The Madison PTSA President serves as representative and spokesperson for the Madison PTSA. The Madison PTSA President organizes and presides over monthly Board meetings and 3 General PTSA meetings, and regularly coordinates with the school administration. Strong communication skills, attention to detail and deadlines, and desire to strengthen the Madison Middle School community are very helpful in this role.

**Vice President, Programs** – The VP of Programs performs the duties of the President in his or her absence, and coordinates and oversees any planned PTSA programs, such as PTSA-sponsored Parent and Family Education programs. The VP of Programs has historically served as President-Elect of the PTSA, with the intent to serve as President in a future term.

**Secretary** – The Secretary keeps accurate records of all PTSA meetings, including all Board of Directors and General Meetings, and is responsible for correspondence and other tasks as designated by the President. The Secretary assists the President with the preparation of meeting agendas, and notifies the President of any unfinished business.

**Treasurer** – The Treasurer (or Co-Treasurers) prepares and presents monthly PTSA financial reports and chair the Budget Committee and present the budget to the membership. Other duties include preparing taxes and license and membership renewals. Treasurers will receive, issue receipts, make deposits and disbursements promptly, and keep accurate records

**Legislative Liaison** – The Legislative Liaison attends the fall WSPTA Legislative Assembly, if possible, and represents the Madison Middle School PTSA in advocacy activities, including Focus Day. The Legislative Liaison also provides regular reports on legislative and community issues and topics to the Board of Directors and the general membership.

For more information about any of the positions and/or to notify us of your interest in one of the above positions, please email [president@madisonptsa.com](mailto:president@madisonptsa.com).

\*Those interested in being nominated or appointed to the PTSA Board will be required to become PTSA members.