

## **MENANDS SCHOOL PTA VACANCIES**

Menands School PTA Executive Board is seeking individuals to fill the following vacancies, for a two-year term, for the 2017 school year:

### **PRESIDENT:**

Serves as the official representative of Menands School PTA and coordinates the work of all PTA officers and committees. Delegates tasks as necessary and responsible for all communication sponsored by the PTA

### **VICE PRESIDENT:**

Assist President with above as needed, maintains PTA calendar and communicate PTA/School activities

### **TREASURER:**

Prepares and presents monthly financial reports and check authorization form  
Handles all PTA financial transactions

Please email any questions you have regarding these positions  
to: [menandsschoolpta@gmail.com](mailto:menandsschoolpta@gmail.com)

If you are interested in applying for the any of the above positions, you must fill out a "Vacancy Application Form." Applications are available at the school and upcoming PTA events. To find out more about the PTA, upcoming events or the vacancies listed above, please join us at our next meeting on February 28th at 6:30 in the school library.