

# CALLING ALL STERLING PARK EAGLE PARENTS!

## We are looking for YOU to join our Board!!

Let us know if you would be interested fulfilling one of our open positions. We have a wide variety of positions available, matching ANY time commitment or availability. Our SPE PTA is 100% driven by volunteers! Please let us know your interest by emailing [president@sterlingparkpta.org](mailto:president@sterlingparkpta.org) and one of our board members will contact you to answer questions.

 <h3>PRESIDENT</h3> <p>All Committee and Executive Board members report to the President, who oversees the PTA and is automatically a member of every committee. The President is also known as the Executive Chair and leads all meetings of the PTA while maintaining neutrality. The president also plays a lead role in creating partnerships within the school community and fostering an environment where parent involvement is encouraged and respected.</p>	 <h3>RECORDING SECRETARY</h3> <p>The Recording Secretary keeps the minutes and records for all board and general membership meetings.</p> <p>Time commitment: average of 1 hour per week during the school year and 1 hour per month in the summer.</p>												
 <h3>VP OF WAYS AND MEANS</h3> <p>Leads and oversees the fundraising activities of the PTA, such as fundraisers, book fairs, grants, etc. This person is automatically a member of every Ways &amp; Means Committee.</p> <p>Time commitment: average of 3 hours per week during the school year and 1 hour per week in the summer. Certain fundraising activities during the year may require more time.</p>	 <h3>CORRESPONDING SECRETARY</h3> <p>Responsible for distributing information through PTA social media, which includes Website, Facebook, and Instagram. Works closely with the executive board to communicate out details of upcoming events. Attends monthly board meetings.</p>												
 <h3>VP OF PROGRAMS</h3> <p>Leads and oversees the programs including family events, Accelerated Reader, Pantry, etc. This person is automatically a member of every Programs Committee.</p> <p>Time commitment: average of 3 hours per week during the school year and 1 hour per week in the summer. Certain programs during certain times of the year could require more time.</p>	 <h3>WAYS &amp; MEANS COMMITTEE CHAIR &amp; CO-CHAIR POSITIONS</h3> <table border="0"> <tr> <td>Book Fair</td> <td>Fun Run</td> </tr> <tr> <td>Coin Challenge</td> <td>Eagle Raffle</td> </tr> <tr> <td>Creative Canvases</td> <td>Spirit Nights</td> </tr> <tr> <td>Skate Nights</td> <td></td> </tr> </table> <p>(Additional information for each event will be made available)</p>	Book Fair	Fun Run	Coin Challenge	Eagle Raffle	Creative Canvases	Spirit Nights	Skate Nights					
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Coin Challenge	Eagle Raffle												
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 <h3>TREASURER</h3> <p>Responsible for the financial management of the PTA, including depositing funds, monitoring cash flow, paying vendors, financial reports, and annual income tax returns. The Treasurer must take and pass a background check before handling the books.</p> <p>Time commitment: average of 3 hours per week during the school year and 1 hour per week in the summer. At certain times of the year when large amounts of sales occur, 5-6 hours per week may be required.</p>	 <h3>PROGRAMS COMMITTEE CHAIR &amp; CO-CHAIR POSITIONS</h3> <table border="0"> <tr> <td>STEAM Night</td> <td>Pantry</td> </tr> <tr> <td>Bike Rodeo/Wellness Fair</td> <td>Membership</td> </tr> <tr> <td>Trunk or Treat</td> <td>Hospitality</td> </tr> <tr> <td>Winter Wonderland</td> <td>Testing Treats</td> </tr> <tr> <td>Creative Canvases</td> <td></td> </tr> <tr> <td>Bingo Night</td> <td></td> </tr> </table>	STEAM Night	Pantry	Bike Rodeo/Wellness Fair	Membership	Trunk or Treat	Hospitality	Winter Wonderland	Testing Treats	Creative Canvases		Bingo Night	
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Several board and committee chair positions are available to fit your interests and availability. Volunteering with the PTA is a great way to enrich the quality of our children's school experience, meet new people, and have your voice heard in decisions affecting Sterling Park Elementary!