

Description of Open Board Positions

President

- **Duties**
 - Serves as the official contact, communicator, and representative of the Turtle Lake PTA.
 - Works with other PTA leaders to connect families, school, and community to support student success.
 - Oversees and coordinates the work of an executive board to run the PTA effectively.
 - Presides at PTA board and association meetings.
 - Designated as an authorized signer for PTA checks, contracts (e.g. State Gambling license for the Carnival Raffle,) and authorizations for payment.
- **Time Commitment**
 - Position has significant duties throughout the year starting in July. Summer and early fall is spent preparing for the upcoming school year's meetings, events, and fundraisers.
 - Serves a 2 year term (Jul 2024 - Jun 2026.)

Vice President

- **Duties**
 - Works as the primary aide to the president.
 - Helps lead a PTA towards specific goals consistent with PTA purposes and policies.
 - Performs president's duties in their absence.
 - In charge of Membership and ensuring chairpersons and officers are in compliance with required forms.
- **Time Commitment**
 - Position supports the president in back to school duties starting in July and continues with their own duties throughout the school year.
 - Serves a 2 year term (Jul 2024 - Jun 2026.)

Deputy Treasurer

- **Duties:**
 - Has cash manager duties including writing checks for payment reimbursement requests and vendor payments (ensuring two authorized signers are on each check).
 - Makes bank deposits on behalf of the PTA.
 - Works with the Treasurer to ensure accurate and complete books and records.
- **Time Commitment:**
 - Duties begin in July and align with the fiscal year. Average time commitment of 1 hour per week and weekly visits to the school. Heavier commitments required around fundraising events.
 - Serves a 2 year term (Jul 2024 - Jun 2026.)