



## **Stanton Falcon PTA (Parent Teacher Association) is reforming!**

We are excited to reform our PTA and get started with engaging families at Stanton Middle School! The Delaware State PTA (DPTA) is currently searching for any parents who would be willing to take on a role on the executive board or committee chairs for the 2020-2021 school year.

You do not need to have previous PTA experience. All officers and committee chairs will be given training by DPTA along with ongoing support during the school year to answer any questions and help with any concerns.

The purpose of having a PTA is to ensure all parents are included and have a voice in matters of the school. The PTA will bring engagement and active advocacy as part of their association. The following are job descriptions for the elected positions that are open:

The president shall preside at all meetings of the PTA, coordinate the work of the officers and committees, attend annual board training, attend the PTA annual Convention, and serve as an ex-officio member of all committees except nominations and elections.

The vice president acts as aide to the president and performs the duties of the president in the president's absence or inability to serve. Helps to oversee committee chairs and attend annual board training

The secretary shall record the minutes of all meetings of the PTA, file all records, perform other duties as may be directed by the president, or the executive committee, attend annual board training

The treasurer shall collect all monies and deposit in the PTA bank account. Prepare and report on monthly treasurer's report and bank reconciliations, submit the books annually for an audit and be responsible for completing and forwarding all required tax forms and insurance forms to appropriate agencies.

Chair positions include membership, fundraising, staff appreciation, legislative, among others.

Please consider being part of this important group of leaders and help support the efforts of Stanton Middle School. For more information on PTA please visit [delawarepta.org](http://delawarepta.org) and [pta.org](http://pta.org). We hope to hear from you!

If you have any questions about the board or any chair positions (appointed positions) or are interested in a running for a position, please contact Kelly Coffey at [kelly.coffey@delawarepta.org](mailto:kelly.coffey@delawarepta.org).

