

**Have you been asking yourself how can I get involved with the
North Harford Middle School Parent Teacher Student Association?**

The North Harford Middle School PTSA Nominating Committee of Julia Bopst, Cheryl Healy, Maureen Jennings, Jennifer Parker, and Fran Shaffer have been busy soliciting parents, community members, and staff for nominations to next year's NHMS PTSA Board. The committee is currently accepting recommendations for four Board positions including President, Vice President, Treasurer and Secretary for the 2010-2011 academic year.

The strong membership at NHMS and dedicated leadership helps create strong programs in our school community and continues to reflect a commitment to North Harford Middle School and its students. Please review the responsibilities for each position, and let us know by April 13th what position you are interested in or if there someone you would like to recommend as an excellent addition to the Board. Please note that the County/State PTSA training will be provided at no cost to officers. With such talents and commitment, we can ensure a continued tradition for having an effective, dedicated Parent Teacher Student Association. But we cannot accomplish this without your help!

And remember, by completing this form or contacting a committee member directly you are not committing to any position(s), only expressing interest. By expressing interest, you may be asked if you would accept a nomination for a particular position at which time you may accept or decline such nomination. The PTSA will cast their votes at the Tuesday, May 4th meeting.

Please complete the form and return it to:
North Harford Middle School
112 Pylesville Road, Pylesville, MD 21132
Attention PTSA Nominating Committee

Or email Julia Bopst at jbopst@aol.com or Maureen Jennings at mmclusk69@yahoo.com or 410-925-6983. We will be happy to answer any questions and can accept recommendations via email.

PTSA Board of Directors Positions	
Name _____	
Address _____	
Phone _____	Email _____
<i>Check the position(s) you are interested in or recommending this person for.</i>	
<input type="checkbox"/> President	<input type="checkbox"/> Vice-President
<input type="checkbox"/> Secretary	<input type="checkbox"/> Treasurer
<i>Deadline for returning the forms is April 13th, 2010</i>	

President

Volunteer time: 3-4 hours per week

The president is responsible for fostering an environment where parent involvement is encouraged and respected.

Over the course of the school year, you will be responsible for the following activities:

- Determine the organization of the PTSA unit
- Provide leadership to all other PTSA board of director members
- Ensure that all Bylaws and Standing Rules are followed
- Schedule and facilitate PTSA meetings
- Set the agenda for all meetings
- Work with the Principal to plan PTSA activities and supplemental educational programs
- Ensure that all families have access to membership and feel included in the decision making process
- Ensure that all elections take place within the State PTA guidelines
- Schedule Member training as necessary
- Overseeing finances and working with the treasurer to define financial and check writing procedures
- Write updates for the NHMS PTSA newsletter

Vice-President

Volunteer time: 1-3 hours per week

A vice president may be called upon at any time to assume temporarily the place of the president; therefore, he or she should study the president's duties and responsibilities and be familiar with the work of the association. In the event of the president's resignation, a vice president assumes all duties until the president's position is filled in accordance with the bylaws.

Secretary

Volunteer hours: 1 hour per week

The secretary is responsible for keeping an accurate record of the proceedings of association meetings. These records are the history of the PTSA. Promptness, accuracy, and knowledge of PTSA policies are key to this job. The secretary should be committed to helping the president conduct a businesslike meeting.

The secretary is responsible for:

- Recording minutes of PTSA meetings, with special attention given motions (recorded exactly as stated) and action taken.
- Keeping secure official, permanent PTSA records, including all originals of approved minutes.
- Maintaining a copy of current bylaws, standing rules, and a membership list.
- Taking meeting minutes at each PTSA meeting and distributing them to members.
- Provide general meeting sign-in sheets. File sign-in sheet with minutes.

Treasurer

Volunteer hours: 3-4 hours per week

The treasurer is responsible for:

- The treasurer handles the day-to-day money tasks such as reimbursement checks, deposits, bills
- Ensuring that the PTSA's financial records are reviewed according to the bylaws before assuming duties
- Make disbursements as authorized by the president, executive board, or association in accordance with
- the budget adopted by the association
- Prepare a monthly Treasurer's Report for distribution to the PTSA meetings.
- Obtaining two authorized signatures on every check
- Collecting all money from persons delegated to collect or to raise funds during a local unit activity and providing a written receipt for those funds
- Depositing all money in the name of the local unit in a bank account approved by the board
- Maintaining an accurate record of all receipts and disbursements
- Obtaining authorization from the board before writing a check or spending money
- Work with hired accountant or tax professional to prepare the annual IRS tax reporting
- Keep canceled checks, paid bills, receipts, and bank statements for annual financial review
- Conduct, with PTSA Officers, at least one annual financial review of PTSA finances

March 11, 2010