



Saint John Paul II Regional School Parent Teachers Association

The mission of the Parent-Teacher Association of John Paul II Regional School is to serve our community in a Christian spirit.

Mindful of the fact that parents are the primary educators of their children, this organization dedicates itself to offering encouragement to parents in their parenting role. At the same time, this organization forms a mutual partnership with the administration and faculty of the school, striving to provide the support necessary for each and every child to be offered a quality Catholic education.

The executive board meets once a month. The term for each office is 2 years, not to exceed two successive terms.

Job Descriptions and time commitments:

President: Serves as the chair of the Executive Board. The president shall consult with the principal, the pastor and the advancement director, shall appoint all committees and is ultimately responsible for the workings and actions of the association. Presently creates the agenda for monthly meetings and meets with the principal monthly to prepare for the executive board meetings. The president oversees all workings of the officers and committees. Time commitment: Attend all scheduled executive board meetings, plan and attend all PTA events as well as be present at our major fundraising events.

Vice President: Shall run the meetings in the absence of the President. Primary duty to chair and/or plan events and perform such duties as delegated by the President. Time commitment: Attend all scheduled executive board meetings, plan and attend all PTA events as well as be present at our major fundraising events.

Recording Secretary: Shall keep minutes of all meetings and distribute to the board members prior to the next meeting. Keep all written procedures for the organization's activities and chairs or plans events. Time commitment: Attend all scheduled executive board meetings, plan and attend all PTA events as well as be present at our major fundraising events.

Treasurer: Handles all deposits and disbursements of PTA monies per guidelines in the PTA constitution and reports financials monthly to PTA Board. Also chairs or plans events. Time commitment: Attend all scheduled executive board meetings, plan and attend all PTA events as well as be present at our major fundraising events.

Hospitality and Social Events (not to exceed 2): Primary duty and responsibility to plan (with the approval of the executive board), supervise and monitor school and social events and assure that all events conducted by John Paul II Regional School Community are hospitable. Time commitment: 10 hours per month.



**Saint John Paul II Regional School PTA Executive Board Application
2021-2022**

Personal Profile

Name: _____

Address: _____

Phone: _____ Email: _____

Occupation: _____

History of volunteer work, employment or other interests

Why would you like to serve on the executive board?

Board position of interest: _____

Ages of children: _____

Do you work full time _____ part time _____ at home _____?

Computer experience: Word _____ Excel _____ Publisher _____ other _____

Special talents or skills:

Your vision for the 2021-2022 board:

Submit application