



OLDE CREEK NEEDS YOU IN 2023-24

As the end of another school year approaches, students are not the only ones moving on. Parents that have been key leaders are also moving on to other places and responsibilities. The OCES PTA plans and funds events like the **Halloween Howl, Laps for Learning, and the Sock Hop**, to name a few. Our PTA buys books, playground equipment, classroom supplies, helps pay for field trips, and more.

These activities happen only because of parent volunteers and the support of the PTA Officers. In the 2023-2024 school year four critical vacancies are opening:

**FIRST VICE PRESIDENT
VICE PRESIDENT OF WEB SERVICES
TREASURER
SECRETARY**

Board members are encouraged to attend PTA meetings online once a month. See the next page for job descriptions and how to speak with a PTA member to learn more.

**WE CAN'T SUPPORT OUR STUDENTS AND TEACHERS
WITHOUT GREAT PARENTS LIKE YOU!**

First Vice President

Responsibilities include:

- a. Act as aide to the president
- b. Perform the duties of the president in the absence or inability of that officer to act.
- c. Understand that by accepting the nomination of First Vice President agrees to accede to the office of president on election by the general membership at the conclusion of the president's term.
- d. Shall recruit and help support committee chairs of PTA events and activities.
- e. Perform other delegated duties as required.

Vice President of Web Services

Maintains the OCES PTA website: <https://oldecreekpta.org>.

Responsibilities include:

- a. Ensure domain and web platform services are renewed annually;
- b. Post PTA board minutes online; and
- c. Maintain content on the PTA website so it remains current with PTA events, activities, and communication.

Treasurer

Ensures appropriate financial records are kept, budget is established and followed, and controls in place to prevent theft or fraud.

Responsibilities include:

- a. Maintain custody of all funds and finances of the OCES PTA;
- b. Keep a full and accurate account of receipts and expenditures;
- c. Submit monthly written reports to PTA Board;
- d. Make disbursements and have checks signed by two officers;
- e. Prepare an annual financial report at the close of the fiscal year;
- f. Have accounts examined according to the auditing procedures and submit copy to VA PTA;
- g. File annual required tax form to IRS and submit copy to VA PTA;
- h. Update annually OCES PTA authorized account holders with Apple Federal Credit Union;
- i. Remit to VA PTA dues collected for VA and National PTA membership; and
- j. Ensure financial checks and balances are in place at all time.

Secretary

Keeps accurate record of meetings and support communication to membership.

Responsibilities include:

- a. Record the PTA board meeting minutes;
- b. Present draft minutes to previous meeting, make corrections, and ensure approved minutes included in record; and
- c. Maintain current list of membership email addresses, to communicate with members and notification of PTA events, meetings, and requested support.

IF YOU WOULD LIKE TO LEARN MORE ABOUT ANY OF THESE POSITIONS PLEASE PRINT CLEARLY AND RETURN THIS FORM TO YOUR STUDENT'S TEACHER WITH THE FOLLOWING INFORMATION:

Name: _____ Email: _____

Phone: _____ Positions Interested In: _____

Email board@oldecreekpta.com with questions or to connect with the current board members to learn more.