

RMS PTA POSITIONS

President-Coordinates activities for all other positions. Interacts with RMS Administration. Attends any official business as representative of RMS PTA

Vice President-Assists president, can also represent PTA

Treasurer-Responsible for all incoming and outgoing funds of the RMS PTA. The Position is mandatory in order to have the PTA Function

Corresponding Secretary-Collects all incoming correspondence. Checks email box and school mail box. Forward out all emails to correct Chair. Send out all meeting notices.

Recording Secretary-Takes minutes of each meeting, submits minutes at next meeting to be voted on and accepted into archives

Membership-Responsible for tracking all memberships for school year. Required to advise Treasurer of when next payment is due, distribute membership cards. Should be at as many functions as possible to recruit additional members. Supplies email list of all members to the Corresponding Secretary.

BOE-Attends all BOE meetings. Brings issues and questions from RMS to the BOE. Brings all BOE information to RMS

BOE Alternate- Back up to the BOE Rep if they can't attend a meeting

Council- Attends all Council meetings. Brings issues and questions from RMS to the Council. Brings all Council information to RMS

Council Alternate- Back up to the Council Rep if they can't attend a meeting

Hospitality- Provides snacks for each PTA meeting. May be asked to coordinate snacks for other functions like open school night.

Blood Drive- Recruits people to donate blood for the annual blood drive.

Legislative Delegate- Reaches out to our public officials on issues important to RMS PTA

8th Grade Dance- Chairs the 8th Grade Dance Committee

Ronkonkoma Civic- Attends all Civic meetings. Brings issues and questions from RMS to the Civic. Brings all Civic information to RMS

Staff Appreciation- Coordinates with President and Hospitality Chair to provide for a staff appreciation

Fundraising Chair- Recruits people to chair all fundraisers. Assists at any/all fundraisers that they can.

Fun-raising Committees- These are not elected positions but if you are interested, please let us know you would like to help out!

Fall Fundraisers- Past ideas have included wrapping paper, cookie dough, entertainment or kid's stuff books

Holiday Store- Manage all parts of the early December Holiday store that takes place in the cafeteria at student lunch periods

Valentine's Store- Manage all parts of Valentine's carnations and candy grams

Fall Book Fair- Manage Fall Book Fair

Spring Book Fair- Manage Spring Book Fair

Concert Wishes- For both Winter concert in December and Spring concert in May

50/50- At any concert, not limited to the Winter and Spring. Also at all stage shows.

Plant Sale-Mother's Day

Box Tops- Year Round

Spirit Wear-Year Round