



BEACON HILL PTA

EXECUTIVE BOARD POSITIONS

RESPONSIBILITIES:

- Plan and attend Board Retreat prior to start of school year.
- Attend monthly board meetings.
- Complete 1 WASPTA training or webinar.
- Attend quarterly school PTA community meetings.

RECOMMENDED:

- **Some availability during school hours**



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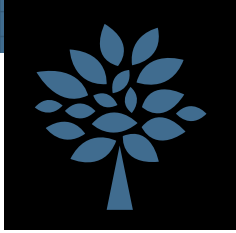
VICE PRESIDENT

RESPONSIBILITIES:

- Assist and support President with tasks
- Performs President's duties in his or her absence

RECOMMENDED:

**Willing to become president in 1-2
years**



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SECRETARY

RESPONSIBILITIES:

- Take minutes at board meetings and PTA community meetings
- Save minutes in BHIS PTA shared Google Drive and post on PTA website.



RECOMMENDED:

Write Thank You cards to donors.