



# WE ARE LOOKING TO ELECT PTA BOARD MEMBERS

Do you have fresh ideas to enhance our children's education through enriched programs and activities? Do you want to partner with our school and families in support of positive growth and change for our children? If so, consider running for a position on the PTA Executive Board! The ELC PTA will elect board members at the meeting on May 12th.

**John I Dawes Early Learning Center, Manalapan NJ**

## THE FOLLOWING POSITIONS NEED TO BE FILLED FOR THE 2025–2026 SCHOOL YEAR:

### ● PRESIDENT

Oversees and coordinates the work of the executive board to run the PTA effectively. Presides at PTA meetings, serves as the official contact and authorized signer of contracts and disbursements.

### ● VICE PRESIDENT

Works closely with the president to help run the PTA. Works with our parent volunteers while being called upon to perform the duties of the president in the absence or inability to serve.

### ● CORRESPONDING SECRETARY

Conducts all general correspondence to our PTA members as directed by the board including social media account, maintaining website, weekly newsletter, etc.

### ● TREASURER

Handles all banking from record keeping, budget planning, necessary authorized disbursements and provides financial statement at every meeting.

### ● RECORDING SECRETARY

Records, prepares and distributes meeting minutes to PTA members. Prepares agenda, sign in sheets and materials for distribution at meetings.

## SUBMIT A LETTER OF INTEREST VIA EMAIL AND INCLUDE:

- Position(s) of interest
- Qualifications or why you think you are best for the role

**EMAIL LETTER OF INTEREST TO ALL 3 NOMINATING COMMITTEE MEMBERS  
NO LATER THAN MAY 5TH IN ORDER TO BE CONSIDERED:**

Alyssa Vance alyssatripodi@gmail.com

Millie Smith mhubbard8551@gmail.com

Larry Lord LDL2108@aol.com