



Hello Parents,

Heritage is the **Best Elementary School** in the district due to incredible, dedicated teachers, staff, leaders, and supportive parents. As a PTA, we are so grateful for the time you've served this year. **Thank you!!!**

Looking ahead to next year, we need a PTA President, President Elect, and Secretary. Without volunteers in these positions, the PTA CANNOT legally be active next year. What does that mean for our students and teachers? Less support and fewer activities for our students.

## PROGRAMS TO BE CUT OR GREATLY REDUCED:

- |                                      |   |
|--------------------------------------|---|
| 1 Yearbook                           | 13 Bike Safety Rodeo  |
| 2 Family Week                        | 14 Grade Grants - provide money so teachers can enhance the learning in their classrooms. |
| 3 School T-Shirts                    | 15 Funding for school needs. For example, the blue lunch tables, playground covers, etc   |
| 4 Roadrunner Mileage Club – all year | 16 Teacher Meals: Back to school/end of school/SEP week                                   |
| 5 Reflections                        | 17 Moms and Muffins/Dads and Donuts/Parents and Pastries                                  |
| 6 White Ribbon Week & activities     | 18 Maturation Clinic – 5 <sup>th</sup> grade  |
| 7 Red Ribbon Week & activities       |   |
| 8 Book Fair – 2 times a year         |   |
| 9 Fundraisers                        |   |
| 10 Vision Screenings                 |   |
| 11 Teacher Appreciation Week         |   |
| 12 Box Tops for Education            |   |

On the back of the sheet please review the requirements for each position. The time required is minimal, and people on the board will be willing to help. Please look at your schedule, and see if you can help keep PTA going for another year.

We have great committees and committee heads already in place, so most of the work is done, but WE MUST HAVE a **President, President Elect** (or you can co-president for both years), and a **Secretary**.

**AND THIS MUST HAPPEN IN THE NEXT TWO WEEKS.**

For further information about these positions, please email:

[HeritagePTA84790@gmail.com](mailto:HeritagePTA84790@gmail.com) or leave a note in the PTA box in the Office.

## President

- Attend Monthly PTA Board Meetings, (lasting about 1 hour)
  - o Also, with the Secretary, create the monthly agenda for this meeting
- Attend Monthly Region PTA Meetings (lasting 1-1.5 hours).
- Manage overall objectives of PTA
- Oversee PTA Committee Chairs
- Help execute activities as needed
- Work directly with Principal and Teachers to support our students

## President Elect

- Attend monthly PTA Board Meetings
- Performs same duties as president in the absence of or as requested by the President.
- Become President the next year.

## Secretary

- Take minutes at PTA meetings,
- Communicate via email/social media to PTA Members and Volunteers about PTA activities
- With President, create monthly agendas.
- Reminds Board Members of monthly meetings.
- Keep track of minutes, agendas, yearly calendar items, budget

## Why do PTA?

- It's **good** for your **child**
- It's **good** for the **school**
- You'll **get connected**
- You'll **make a difference**
- It's **flexible**

You'll be the first to know about changes and important decisions.  
You can help where you'd like, how you'd like. There are so many options!