

-School or PTA Letterhead-

March 10, 2018

Laguna Road PTA has two open positions on its executive board for the 2018-2019 school year. This is a great opportunity for you to get involved with the PTA and the school. We have the following positions open:

Recording Secretary

- Takes minutes at PTA meetings
- Handles PTA correspondence as directed by the president
- Maintains and preserves PTA records and important documents to pass on at the end of the term

Ways and Means

- Plans and organizes fundraising activities
- Focuses on raising the amount of funds needed to meet the budget

In order to qualify, the candidate must be a member of the Laguna Road PTA. If you are interested or would like to nominate a candidate for either one of the positions, please complete the form below and submit it to the office.

Position	Name	Phone Number	Email
Recording Secretary			
Ways and Means			

Should you have any questions, please contact Kathy Kim, Laguna Road PTA Parliamentarian at ghettotchr@hotmail.com.