

CLARA BARTON ELEMENTARY SCHOOL PTA EXECUTIVE BOARD RESPONSIBILITIES

<i>President</i>	<ul style="list-style-type: none"> Calendar Character Education Room Parents Principal Liaison PTA Meetings
<i>Executive Vice President</i>	<ul style="list-style-type: none"> Calendar Character Education Room Parents PTA Meetings
<i>Vice President of Membership</i>	<ul style="list-style-type: none"> Attendance Awards Membership Drive Membership Classroom Party
<i>Vice President of Ways & Means</i>	<ul style="list-style-type: none"> Barton Apparel Book Fair Family Nights Innisbrook School Dance Plant Sale Cookie Dough
<i>Treasurer</i>	<ul style="list-style-type: none"> Maintain PTA Accounts Prepare PTA Budget Ensure all invoices/reimbursements are paid Keep all Dues up to date
<i>Recording Secretary</i>	<ul style="list-style-type: none"> Grandparents Day Hospitality Meeting Minutes/Sign-in Sheets Teacher Appreciation
<i>Corresponding Secretary</i>	<ul style="list-style-type: none"> Channel 19 E-mail Distribution Website Meeting notices
<i>Health in Education</i>	<ul style="list-style-type: none"> Clara Barton Day Healthy Tips for Website School Wellness Policy Email Tips
<i>Arts in Education</i>	<ul style="list-style-type: none"> Academic Fair Assemblies Red Ribbon Week Reflections Program Box Tops Beautification
