

Lakewood PTA Board Positions	Description of Position	Term Length	Position Status
President	Leads PTA meetings, meets with board members, principal and committee chairpersons and oversees programs. Plans quarterly PTA meetings to update and inform parents of events, etc. Liaisons between parents, staff, and officials.	1 year	
Vice President 1	Oversees Events and Fundraising. Acts as aid to president. Performs duties of president in absence/inability of president. Performs other such duties as prescribed by local PTA and board of directors.	1 year	
Vice President 2	Oversees Technology and Communications as well as Enrichment and Membership. Acts as aid to president. Performs duties of president in absence/inability of president. Performs other such duties as prescribed by local PTA and board of directors.	1 year	
Treasurer	Manages financial responsibilities for the PTA. Collects and deposits money, writes checks, files documents with governing bodies, maintains supporting documents, bank reconciliations, quarterly income and expense statements, and actual versus budgeted expenses.	1 year	
Secretary	Takes minutes at all board meetings and PTA meetings. Sends information to Webmaster to post on e-blast and PTA website.	1 year	
Enrichment Programs Chair	Meets with vendor personnel to set up enrichment classes for all of the grades for three sessions throughout the school year. Coordinates with ICB to reserve rooms for all school events.	1 year	
Membership Chair	Encourages and educates parents on PTA membership benefits. Takes responsibility for putting together the school directory with AtoZ and distributing directories to PTA members.	1 year	
Fundraising Chair	Coordinates PTA fundraising events throughout the school year, including one large fundraising event that the students participate in and get pledges. Plans quarterly restaurant fundraisers. Plans additional events with committee chairpersons.	1 year	
PTA Webmaster & Newsletter Editor	Updates and maintains Lakewood PTA website content. Collects and distributes the e-newsletter stories each week or on an ad-hoc basis. Sends out information to parents about upcoming events and important reminders via email.	1 year	
MCCPTA Delegates (2)	Represents the school/PTA for the work of the Montgomery County Council of PTA. Attends monthly MCCPTA delegate meetings and reports back to the PTA board.	1 year	
Special Education Liaison	Works with PTA and school staff to promote inclusion of students receiving special education services. Serves as a resource to parents for understanding the Special Education process. Provides community resource referrals to Lakewood families.	1 year	
NAACP Parent Council Representative	The Parents' Council of the National Association for the Advancement of Colored People (NAACP) Rep is responsible for working with the school principals and PTA to provide a forum to offer assistance, guidance and support to African American parents and students of Lakewood Elementary to pursue the highest quality education possible.	1 year	
Wootton Cluster Representative	Represents Lakewood at all meetings with Frost and Wootton clusters, Reports back to the PTA board and at PTA meetings on issues and information concerning the school.	1 year	
Gifted and Talented Liaison	Plays a vital role in advocating for the needs of highly able learners by providing a critical link among the school community, the MCCPTA Gifted Child Committee (GCC), and MCPS.	1 year	

Thank you for your interest and time.
PTA programs need great leadership and lots of volunteer help!
Interested in one of these great board positions? Please contact:
Jennifer Eisenfeld at President@lakewoodpta.org