

<b>Lakewood PTA Board Positions</b>	<b>Description of Position</b>	<b>Term Length</b>	<b>Position Status</b>
<b>President</b>	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	
<b>Vice President 1</b>	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	
<b>Vice President 2</b>	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	
<b>Treasurer</b>	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	
<b>Secretary</b>	Takes minutes at all board meetings and PTA meetings. Sends information to Webmaster to post on e-blast and PTA website.	1 year	
<b>Enrichment Programs Chair</b>	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	
<b>Membership Chair</b>	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	
<b>Fundraising Chair</b>	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	
<b>PTA Webmaster &amp; Newsletter Editor</b>	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	
<b>MCCPTA Delegate</b>	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	
<b>Special Education Liaison</b>	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	
<b>NAACP Parent Council Representative</b>	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	
<b>Wootton Cluster Representative</b>	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	
<b>Gifted and Talented Liaison</b>	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:  
Lianne Brinch [President@lakewoodpta.org](mailto:President@lakewoodpta.org)