Kordyak PTA Elections are coming soon!

If you are interested in serving in one of these positions or would like more information, please fill out the form below and return it to the PTA box in the main office or email KordyakPTA@gmail.com by **Friday, March 31, 2023**.

Kordyak PTA Board of Directors
Positions for the 2023-2024 School Year

Nominated Positions:

President: Read and utilize all PTA handbooks, guidelines, by-laws, and mailings. Choose a well-rounded team of committee chairpersons, inform them of their duties and assist them as necessary to fulfill their commitment. Oversee all executive board and committee chairpersons and their functions. Assist the Treasurer in preparing the annual budget, unit meeting financial reports and taxes. Preside at the Executive Board and Association meeting, attend Council meetings. Time commitment and duration is approximately 30 hours per month, all year.

Secretary: Take minutes at all Executive Board and Association meetings. Prepare the minutes at the Executive Board and Association meetings for approval. Time commitment and duration is approximately 20 hours per month all year long and should attend all Executive Board and Association meetings.

Treasurer: Prepare monthly financial reports, process checks and keep budget. Balance checkbook, make bank deposits, complete and file annual tax returns, organize and maintain documents. Access to home computer is required. Time commitment and duration is approximately 20 hours per month, all year.

Kordyak PTA Committee Chairman
Positions for the 2023-2024 School year

Appointed Positions:

Parliamentarian: Advise the presiding officers and Executive Board on questions of Parliamentary Law and matters if procedures.

Membership and Volunteer Coordinator: Coordinate annual PTA membership drive and ongoing membership. Coordinate volunteers for school and PTA event throughout the school year.

Name _____   Position of Interest _____

Phone _____   Email Address _____

Name _____   Position of Interest _____

Phone _____   Email Address _____