

FQMS PTA Executive Board Descriptions

President

Leads PTA meeting, acts on items of interest to the school committee, and oversees committees.

1st Vice President

Assists the President in his or her duties and also assumes Acting President role whenever necessary.

2nd Vice President

Assists the President and 1st Vice President in their duties and would be secondary to assume the Acting President role if necessary.

Treasurer

Duties include receiving, depositing and recording funds collected by the PTA, processing invoices for payment, writing checks and maintaining PTA checking account.

Recording Secretary

Takes notes during the monthly PTA meetings and composes meeting minutes for the next PTA meeting.

Corresponding Secretary

Handles outside communications from the Folly Quarter community, including sending thank you notes and cards and letters to express congratulations or sympathy for life events.

PTA Council Delegate (2)

Attends monthly county PTA council meeting and reports back to the Folly Quarter PTA about any issues or items of interest.