

# 2025-2026 DTS PTA Board Openings

## Role of DTS PTA

As taken from our Bylaws, the purposes of the PTA are:

- To promote the welfare of children and youth in home, school, community, and place of worship,
- To raise the standards of home life,
- To secure adequate laws for the care and protection of children and youth,
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

## Why Serve

- You get to support DTS to help ensure the teachers and staff feel very supported in their work supporting our kiddos
- You get to join a team of like-minded individuals who believe in DTS and want to do all we can to support the school to make these final years the best they can be
- You want to grow your leadership skills
- You want to volunteer to make a difference
- You want to give back to DTS

## About the Board Positions

- New board positions are elected in Summer 2025 to serve for the 2025-2026 school year
- You will be connected with the outgoing PTA Board Member you are replacing prior to you taking your position. You will receive training, timelines, documents, and how-tos to help you carry out your role.
- General requirements:
  - One year commitment, although 2 years is preferred
  - Be a member of the DTS PTA and pay membership dues during your time of service
  - Attend monthly board meetings (2 hours per meeting)
  - Communicate via email and text to stay up-to-date on needs

## Want to Learn More or Sign Up to Volunteer?

Email [downtownschoolpta@gmail.com](mailto:downtownschoolpta@gmail.com) or connect with one of the current board members.

## Board Openings

### 1. Secretary (1 needed)

- Record the minutes of all meetings of this local PTA;
- Be prepared to read the records of any previous meetings;
- File all records;
- Have a current copy of the bylaws;
- Maintain a membership list;
- Perform such other duties as may be provided for by these bylaws directed by the president or the executive board.

### 2. Co-Treasurer (to support Treasurer)

- Have custody of the funds of this local PTA;
- Maintain a full account of the funds of this local PTA;
- Make disbursements as authorized by the president, the executive board or this local PTA in accordance with the budget adopted by this local PTA;
- Have checks or vouchers signed by two people;
- Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to this local PTA;
- Provide a written financial statement to the executive board at each meeting;
- Present an annual report of the financial condition of the association;
- Submit the books annually for an audit by an auditing committee selected by the executive board at least one month before the meeting at which new officers assume duties;
- Report the findings of the annual audit to the executive board;
- Perform such other duties as may be provided for by these bylaws, directed by the president, or the executive board.