



The Helen St PTA is looking for new officers to join the Executive Board for the 2023-2024 school year. Both families and staff are welcome. Volunteer for the PTA to get more involved in your student's education and the Helen St School community!

Please email Mrs. Franklin at kfranklin@hamden.org if you are interested in any of the PTA positions. The responsibilities of each position are included below. If needed, elections will be held at the next PTA meeting.

President

- Preside over the PTA meetings
- Sign all contracts
- Coordinate the tasks of the officers and committees of the PTA
- Attend required training approved by the Connecticut PTA
- Support and guide the PTA Board according to the By-Laws

Vice President

- Act as aide and advisor to the President
- Perform the duties of the President in the President's absence or inability to serve
- Support and guide the PTA Board according to the By-Laws

Treasurer

- Have custody of the PTA funds
- Maintain a full account of the PTA funds
- Make disbursements as authorized by the President, Executive Board, or PTA budget
- Have monetary requests over the amount of \$150.00 signed by two unrelated people: the Treasurer and the President or designated alternate Board members.
- Keep a full and accurate account of the receipts and disbursements of the PTA
- Provide a full written financial statement to the Board of Directors at each meeting
- Present account balances at every meeting of the association
- Provide full financial statements to members only
- Maintain a list of members
- Submit membership fees to the state office on a monthly basis
- Submit the books annually for a review or audit by a Review or Auditing Committee selected by the Board of Directors
- Report the findings of the annual review or audit to the Board of Directors and send a copy to the state office
- Submit a copy of your completed IRS form 990 to Connecticut PTA
- Attend required training approved by the Connecticut PTA

Secretary

- Record the minutes and attendance of all PTA meetings
- Be prepared to read the records of any previous meetings
- File all records
- Have a current copy of the bylaws
- Maintain a membership list

Please note: All officers must be paid members of the PTA at the time of elections (if needed) and at the time they become officers. Only paid members of the PTA may vote in elections.

It is \$20 for a family membership and \$11 for a single adult membership. Dues must be paid each year. Join the PTA here: <https://helenstreetpta.memberhub.com/w/>