



PTA®

Dunloggin Middle School PTA
9129 Northfield Rd, Ellicott City, MD 21042

President: Coordinates officers and committees, presides at PTA meetings, attends PTA District and Council meetings, and works closely with the Principal. Responsible for the oversight of the Treasurer, Recording Secretary, and PTA Council delegates
Time: Presides at monthly evening PTA board meetings. Year-long commitment including work over summer.

1st VP: Serves as the liaison to the following program chairs including: Teacher appreciation, Cultural Arts, Socials, Communications, STEM, Health & Wellness, Community Outreach, Movie Night, and the Talent Show.
Time: Attends monthly evening PTA Board meetings. Workload varies throughout the year depending on choice of educational initiative.

2nd VP: Serves as the liaison to Membership, Restaurant Nights, Sponsorship, Spirit Wear, Box Tops, and the Plant Sale.
Time: Attends monthly evening PTA Board meetings. Workload is heaviest at the beginning of the school year.

Recording Secretary: Attends and records the minutes of all PTA Board meetings. Keeps an accurate, concise, permanent record of proceedings at all PTA Board and Association Meetings. Variable workload.

Treasurer: Is the authorized custodian of all funds of the PTA. Keeps permanent books of all monetary transactions and performs all duties expected of a Treasurer. Duties include keeping financial records and preparing reports to comply with State PTA policies as well as local, state and Federal laws.
Time: Attends monthly evening PTA Board meetings in addition to a workload that varies.

Auditor: Audits books of the PTA and provides an annual written report;
Time: Light workload, concentrated one time a year.

Corresponding Secretary: Assists with the newsletter, email management, google/gmail drive, and other tasks as agreed upon by the President and the Corresponding Secretary.

DMS PTA Website/Social Media Manager: Manages the DMS PTA website in the easy-to-use Weebly platform. This typically entails adding and updating PTA information weekly - approximately 1 hour per week. This person will also put the same/similar information in a timely fashion on the DMS PTA Facebook, Twitter and Instagram pages - approximately 1 hour per week.



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PTA committee(s) you may be interested in 2019-2020:

- Box Tops/Labels – Organizes collection of Box Tops and soup labels to earn rewards for schools
- Community Relations – Solicits local businesses to become sponsors
- Wellness Committee - To promote the well-being of students
- Grants – Assists staff with grant writing needs; researches available grant opportunities
- Hospitality – Organizes refreshments for PTA meetings and certain events
- Programs – Coordinates bringing educational and cultural programs to the students

- Reflections – Coordinates the PTA Reflections Contest at the school level
- Restaurant Nights/Grocery Links – Coordinates restaurant night and grocery card fundraising

- Spirit Wear – Coordinates DMS Spirit Wear design and sales.
- Staff Appreciation – Coordinates the efforts of the PTA to demonstrate gratitude for the staff
- Talent Show - Supports the school as needed for the Talent Shows
- Volunteers – Recruits volunteers and maintains volunteer database
- Website – Designs and maintains PTA website