

**East Hills Middle School
Parent Association
2005 Chester Rd. Bethlehem, PA 18017**

East Hills Parent Association Executive Board

The purpose of the EHPA is to enrich the education of the students, to encourage a closer relationship between home and school, to encourage a closer parent and public involvement in school and to promote and/or guide communication between administration, teachers and parents.

The Executive Board consists of a president, vice president, secretary, treasurer and membership coordinator.

President:

- Preside at all EHPA meetings
- Be a member of all committees
- Coordinate the work of the executive board and committees
- Work with administration to coordinate events/activities at the school
- Assist board members with the budget process

Vice President

- Attend monthly PA meetings
- Act as President in their absence
- Assist in assemblies and school functions when needed
- Assist board members with the budget process
- Run Charger Challenge walk-a-thon held in September/October

Secretary

- Attend and record minutes at all meetings
- Manage the distribution of meeting minutes and communications with members
- Be prepared to read the records of any previous meeting
- File all records
- Have a current copy of the bylaws
- Assist board members with the budget process

Treasurer

- Have custody of the funds
- Maintain a full account of the funds
- Make disbursements
- Keep a full and accurate account of the receipts and disbursements
- Provide a written financial statement at each regular meeting
- Coordinate the annual audit and report the findings
- Prepare a preliminary budget to present to board
- Present a final budget at the September meeting

Membership Coordinator

- Receive and process all membership applications
- Maintain a current record of all members
- Distribute volunteer lists to committee chairpersons including Giant A+
- Coordinate two membership drives per year (Open House and fifth grade parent orientation)
- Assist board members with the budget process