**MTEPTA Executive Board Elections for 2020-2021**

Thank you for your interest in serving on the 2020-2021 MTEPTA Executive Board. Please review the open positions for the upcoming board and read over the CAPTA guidelines on the responsibilities of the applicable roles. If you would like to submit your name for consideration for a position, please provide answers to the questions at the bottom of this document by **Sunday, February 16, 2020**. Responses may be emailed to Kate Munn, VP for Volunteers, at mteptavolunteers@gmail.com.

\*\*\****ONLY PTA MEMBERS IN GOOD STANDING MAY BE CONSIDERED FOR EXECUTIVE BOARD POSITIONS. PLEASE ENSURE THAT YOU HAVE JOINED THE PTA AT LEAST THIRTY (30) DAYS BEFORE OUR MARCH 18, 2020 MEETING TO QUALIFY.***

**President** - <http://toolkit.capta.org/job-descriptions/president/>

* Please note that only current members of the Executive Board may run for President

**Secretary** - <http://toolkit.capta.org/job-descriptions/secretary/>

**Treasurer/Financial Secretary** - <http://toolkit.capta.org/job-descriptions/treasurer/> and <http://toolkit.capta.org/job-descriptions/financial-secretary/>

* Please note that MTEPTA has combined the jobs of Treasurer and Financial Secretary into one position. Applicants for this job will need to fulfill both sets of duties.

**Vice President for Membership** - <http://toolkit.capta.org/job-descriptions/membership-chairman/>

**Vice President for Fundraising** - <http://toolkit.capta.org/job-descriptions/fundraising-chairman/>

**Vice President for Volunteers** - <http://toolkit.capta.org/job-descriptions/volunteercoordinator/>

**Vice President for Communications** - <http://toolkit.capta.org/job-descriptions/job-description-for-communications/>

**Vice President for Programs** - <http://toolkit.capta.org/job-descriptions/programchairman/>

**Vice President for Outreach** - <http://toolkit.capta.org/job-descriptions/outreach/>

**Auditor** - <http://toolkit.capta.org/job-descriptions/auditor/>

**Historian** - <http://toolkit.capta.org/job-descriptions/historian/>

Please forward answers to the following questions to mteptavolunteers@gmail.com by **Sunday, February 16, 2020.** Your responses will be reviewed by the Nominating Committee in advance of publication to our general membership.

1. Please explain how you will support the mission of MTEPTA through the execution of your duties in the position for which you are seeking election.
2. Please describe any experience that you may have that is related to the duties you will be responsible for fulfilling in the position for which you are seeking election.
3. Please tell us about one goal that you have for the 2020-2021 MTEPTA Executive Board and how you would like to facilitate its success.