

Cedar Mountain Primary School
SCHOOL AND COMMUNITY ASSOCIATION (SCA)
Join the Cedar Mountain Primary School and Community Association
2017-2018

The CMPS SCA is you ... the parents/guardians of our students. The SCA is dependent upon you coming forward and taking an active role in your child's school. If you are interested in becoming an important part of your child's school, please consider running as an officer of the CMPS SCA Board.

This Cedar Mountain SCA Board position is available to any kindergarten, and/or first grade parent/guardian who may be interested! Position is available on a first-come first-serve basis. Below is a brief description of the position that is available.

Positions/Duties
Treasurer

- Maintain and report all financial records monthly.
- Collect and deposit monies from all SCA functions and activities.
- Keep and maintain a balanced bank account and at the end of the term of office, present these to the new Treasurer.
- Prepare checks for reimbursement and/or expenditures. Forty-eight (48) hours notification needed for expenditures accompanied by a receipt.
- Participate in all SCA functions and activities.
- May, with the President or Vice President, sign all checks for the expenditures of monies.
- Shall, with the SCA Executive Board, prepare a proposed budget to be presented at the May SCA meeting and voted on at the June SCA meeting.
- Attend all general meetings.
- **Treasurer needs to apply for licenses and fill out appropriate state forms when necessary**
- **May attend Executive SCA meetings**

If you have any questions about the above position, please contact the 2017-2018 President, Ms. Babcock, for additional information at cedarmountainsca@gmail.com.

Anyone interested please submit lower portion in a sealed enveloped marked:
"2017-2018 CMPS-SCA Board Position " to the Main Office.

DATE: _____

NAME: _____ CHILD: _____

TELEPHONE: _____ EMAIL: _____

ADDRESS: _____