

McKINLEY FOUNDATION OPEN POSITIONS

The McKinley Foundation, the 501(c)3 nonprofit organization which manages all the funds raised by the McKinley PTC events, has the following positions open for the 2018-2019 school year.

Treasurer (2 year term); duties include:

- Process all bills, invoices, deposits, funds, and requests for reimbursement
- Manage PTC bank account
- Record all Foundation checks, expenses and deposits in QuickBooks software
- File all tax returns and other IRS and CA Forms
- Meet with and coordinate with committee and fundraising chairs (Jog-a-thon, SONO, Spring Gala, ASE, McKinley Theatre, Variety Show, etc)
- Knowledge of online payment platforms (PayPal, Square)
- Keep organized documentation of all tax and PTC financial documents
- Vote on all Board issues

Secretary (2 year term); duties include:

- Manage administration of PTC bank account
- Take Foundation minutes
- Type, file, and post minutes
- Write Thank You letters for general donations
- Research information for Board when needed
- Vote on all Board issues

Board Member (2 year term); duties include:

- Represent general interest of all parents
- Vote on all Board issues

If you are interested, please send your name/contact information, a brief description of yourself and why you would like to be a board member by May 15, 2018, to mckinleyptcfoundation@gmail.com.

If you have questions or would like more information, please contact Maribel King (current President), at email address above.