

PTA Executive Board Positions

President

The President leads the PTA toward specific goals chosen by its members. He or she meets with the Principal to develop a master calendar for all planned PTA activities. The President clears all written materials produced by the PTA. The President makes announcements at the morning assemblies. He or she will schedule and prepare the agendas for and run the Executive Board and Association meetings. He or she reviews with officers and chairpersons the plans for the year and the progress towards set goals. The President works with the Historian to compile the Annual Report. The President attends the NW Valley Council monthly Presidents' Meetings and any required district meetings, informing the unit PTA members of what was learned.

1ST Vice President, Ways & Means

You are in charge of all fundraisers. Help recruit chairs for fundraisers that need someone to be in charge. Keep informed about how the fundraisers are going and what the running net profit is so you can report them at Executive Board meetings. If the chair needs additional help, provide some help yourself and/or seek additional volunteers. The Vice Presidents also help the President lead the PTA toward specific goals chosen by its members. In the absence or disability of the President to act, this VP will perform the President's duties.

2ND Vice President, Programs

You are in charge of all school programs. Help recruit chairs for program events and activities that need someone to be in charge. Keep informed about how the programs are going so you can report about it at Executive Board meetings. If the chair needs additional help, provide some help yourself and/or seek additional volunteers. He or she needs to review planned programs with the most current annual *Insurance and Loss Prevention Guide*. Vice Presidents also help the President lead the PTA toward specific goals chosen by its members. In the absence or disability of the President and 1st VP to act, this VP will perform the President's duties.

Secretary

The Secretary takes detailed notes and prepares the minutes for both the Executive Board and Association meetings, then submits them for approval at the following Association meeting. The Secretary signs and authorizes all check requests. This is made easier by making sure that upcoming items that need pre-approval by the Exec. Board or Assoc are addressed and voted on by the Association. The Secretary keeps a bound book to glue approved minutes in, a requirement for audit.

Treasurer

The Treasurer records every PTA financial transaction onto one or more spreadsheets on a computer. The Treasurer writes all authorized checks and prepares the financial books for two audits per year: mid-year and year-end, and a final Year-End report. He or she creates a Treasurer's Report for approval at each Association meeting. At the beginning of the new PTA year, the Treasurer arranges for new signature cards to be made for the PTA bank account. He or she serves as the Chairman on the Budget Committee where the proposed school year budget is created. He or she will need to file a tax return, not necessarily prepare, by Nov. 15. The Treasurer receives a Treasurer's Timeline from the NW Valley Council which needs to be followed. *Approx. 90% of the work can be done at home. 10% of the work at school.*

Financial Secretary

The Financial Secretary makes sure that all monies are counted by at least two people and those two sign the Cash Verification form. He or she picks up the PTA monies prepared for deposit from Debbie Lloyd in the office, deposits them in a timely manner and provides the Treasurer with the needed paperwork. For each Association meeting, the Fin. Sec creates a Financial Secretary Report that details the PTA funds ready for deposit and those that have been deposited and submits it to the Association.

Historian

The Historian records all volunteer hours at all meetings and PTA events and reports the totals in the Unit Annual Report and submits the report to the PTA council or district. He or she keeps a visual record of all PTA events and activities throughout the school year: by taking pictures, collecting all fliers and monthly Dispatch newsletters and organizing them chronologically into a scrapbook, binder or album. The Historian, also, provides/collects PTA photos to be submitted for the yearbook. He or she assists the President in preparing the Unit Annual Report.

Parliamentarian

The Parliamentarian ensures that the rules of parliamentary law are followed during the Executive Board and Association meetings and that the unit's bylaws are being followed. He or she makes sure that each executive board member has a current copy of the unit bylaws.