

## PTA OFFICER RESPONSIBILITIES

### All officers will:

**Attend Executive Committee Meetings**

**Attend all General PTA/Joint PTA Meetings**

**Help with the PTA table at specific functions**

**Help out at major fundraising events (e.g., Holiday Boutique, Book Fair, etc.)**

**Serve as communication liaison on assigned committees**

### 2 Co-Presidents

Prepare agenda for meetings

Preside at all meetings

Maintain fair and impartial position

Vote when by ballot or to break a tie

Prepare calendar for year with executive committee

May sign checks

Approve expenditures

### 2 Vice-Presidents

Act as aide to President

Preside at meetings if President(s) is unavailable

Oversee Nominating Committee

Attend Parents as Partners Meetings

Coordinate and work with chairmen and report to President(s)

### Recording Secretary

Assist in agenda preparation for meeting (if asked)

Record minutes at executive committee meeting and

General association meetings

Maintain a file (in hard copy) of all minutes, committee reports, membership lists and other records

Oversee supplies and order of supplies for PTA closet, including all copier supplies

Coordinate and work with chairmen and report to President

### Corresponding Secretary

Oversee marketing committee

Serve as liaison to class parents in providing communication on upcoming events

Update Constant Contact database

Assist presidents with email blasts

Conduct correspondence of the association

Keep membership informed of all correspondence

Maintain electronic file of all correspondence

Prepare and send notices of all PTA meetings

Coordinate and work with chairmen to report to president

### Treasurer

Be custodian of all funds

Prepare treasurer report for meetings, including:

--balance on hand in the account

--total receipts and disbursements

--total balance on hand

Have bank statement reconciled

Keep accurate and detailed account of all monies received and disbursed

Receive all monies for all accounts and give receipts

Pay bills by check

Submit state and national PTA dues

Deposit all funds received

Prepare and complete annual report

Prepare and file the IRS 990

Coordinate and work with chairmen and report to President(s)

### 2 Council Delegates

Attend council meetings

Provide monthly report to council of WDPS activities

Represent unit in the council voting body

Present all issues requiring an instructed vote and report outcome to Council

Report on all motions and issues of Council

Assist Council with GOTV and Legislative issues