

Executive Board Position Descriptions

PRESIDENT – Oversees operation of the PTA, presides at and sets the agenda for Executive Board meetings and monthly general meetings, attends PTA Council Meetings, works closely with school Principal, and all PTA officers.

EXECUTIVE V.P Acts as an aide to the President. The EVP performs the duties of the President if the President must be absent or is otherwise unable to perform the duties. The EVP often takes leadership of new or special initiatives of the PTA and usually plans to fill the role of President the following school year.

1st VP (Organization) - Oversees chairs and activities involved in school registration, PTA membership, gifting, PEF and Honorary Service Awards.

2nd VP (Hospitality) – Oversees chairpersons and activities with hospitality needs such as monthly PTA meetings, staff luncheons, family events, Spring Festival, Pumpkin decorating, Room Parents and Staff Appreciation Week.

3rd VP (Education) – Oversees chairs and education activities such as planning cultural enrichment assemblies, organizing library volunteers, Gardening, Reflections program, and AAYF.

4th VP (Community Service) – Oversees chairpersons and community service-related activities and committees such as disaster preparedness, Canned Food Drive, Family Game Night, Rainbow Shelter, Red, Green & Yellow Ribbon Week.

5th VP (Communications) Responsible for working with others to publish the PTA Directory, Reader Board and weekly online newsletter (the Monday Message).

6th VP (Ways & Means) Oversees PTA fundraising activities and chairpersons for mostly passive S.O.S. fundraisers (such as Box Tops, restaurant fundraisers, and spirit products). 6th VP is also responsible for overseeing organization of our annual Fun Run, Parent Social and any auctions that may be scheduled.

7th VP (Legislative) Brings news of current issues to general membership meetings for information and discussion. Organizes mock elections.

TREASURER Responsible for disbursing funds for the budgeted expenses incurred by PTA committees and keeping all the financial records of the PTA. The Treasurer prepares a detailed financial statement and presents it at each general membership meeting. The Treasurer files all financial reports with the appropriate federal, state, and local offices. The Treasurer maintains an accurate record of all paid members and serves as chair of the Budget Committee.

FINANCIAL SECRETARY Responsible for making and recording all financial deposits and preparing a report to be presented at each general membership meeting.

AUDITOR Responsible for auditing the financial records of the PTA, creating an auditor's report, and presenting it at general membership meetings.

RECORDING SECRETARY Records minutes of all Executive Board and general membership meetings. The Secretary prepares the minutes for approval at each subsequent meeting. The Secretary maintains a file of all minutes and records.

HISTORIAN Keeps a photo record of activities throughout the school year and tracks total volunteer hours.

PARLIAMENTARIAN* Understands and maintains the Bylaws and Standing Rules of the PTA, holds bylaws review meetings as necessary, organizes nominating committee.

* Parliamentarian is appointed by the President and ratified by the Executive Board.