

Windy Ridge PTA

Job Descriptions

There are two parts to the PTA. The first is the executive committee. The second is the executive board. The Executive Committee differs from the Executive Board in that the Executive Committee is elected by the general membership. The Executive Committee appoints the Executive Board.

Executive Committee

PTA President

The President is elected by the association to lead the unit and to represent its members.

Knows and follows the bylaws of the association

Appoints chairmen and standing committees according to the bylaws

Develops and updates Procedure Books

Consults with the school principal on all matters relating to the school

Invites teachers to participate as active members and chairmen

Presides at all meetings of the general membership and the executive board and expedites those meetings by:

- preparing an agenda
- opening and closing meetings on time
- working with officers and chairmen before meeting to learn who has special reports or additions to the agenda

Attends or is representative to:

- council meetings
- district meetings
- workshops and clinics
- PTA conventions
- leadership conferences
- other related meetings

Completes all required reports and forms and returns them to the state office by designated deadline

Is an ex-officio member of all committees **except** the nominating committee

In short, the PTA President is responsible for conducting and running the monthly executive board and general assembly meeting. He prepares the agenda and ensures the meetings are run as smoothly and efficiently as possible. The President also communicates to the administration issues or concerns that parents bring to his/her attention. The position is a two-year position as outlined in the by-laws. The President

relies heavily on the executive board and PTA & ADDitions volunteers. Without them, the job would be impossible to perform.

Vice Presidents – 3

Vice presidents often serve as program chairmen, coordinators of major projects that involve several committees and as a liaison to outside groups that may desire a connection with a local unit. In the case of multiple vice presidents, it is helpful if each vice president is assigned oversight of committees that have connecting areas of responsibility. Vice presidents can be especially helpful in strengthening communication within the executive board as well as within the general membership and other entities in the school system and community.

First Vice President of Fundraising

The First Vice President may be called upon at any time to temporarily assume the duties of the president. A strong First vice president can and should be the president's "right hand", acting as an aide and assuming assigned responsibilities. The First vice president represents the president upon request. In the event of the president's resignation, the First vice president assumes the president's duties until the position is filled in accordance with the local unit bylaws. The First Vice President also oversees all Fundraising Committees.

Second Vice President of Communications

The Second Vice President oversees all Communications. In the event of the president's resignation, the second vice president can assume the president's duties if the first and second vice president is unable or until the position is filled in accordance with the local unit bylaws.

Third Vice President of Educational Programs

The Third Vice President oversees Educational Programs & Committees. In the event of the president's resignation, the third vice president can assume the president's duties if the first vice president is unable or until the position is filled in accordance with the local unit bylaws.

Treasurer

The treasurer is the legally responsible, authorized custodian, elected by the members, to have charge of the funds of the PTA. The responsibilities of the PTA treasurer include:

Be sure that the books have been audited before accepting them
Work with the budget committee to develop a budget for the coming PTA year

Maintain an accounting system with an accurate record of the expense and receipt transactions of the unit. Keep records up to date
Keep canceled checks, paid bills, receipts, and bank statements for annual audit
Write checks only for items in the budget. Any change in the budget, or purchase of major items not on the budget, must have the approval of the general membership at a regular or specially called meeting.

Corresponding Secretary

The corresponding secretary handles all of the mailings and communications. This includes notices of meetings, thank you notes, birthday announcements, etc. This person keeps the Executive Committee apprised of happenings within the school.

Recording Secretary

The main responsibility for the recording secretary is taking the minutes and action items at each executive board meeting and presenting the minutes for approval at the next meeting.