

# **PTA Executive Board Responsibilities**

## **President**

The president shall

- a. Preside at all meetings of this local PTA;
- b. Serve as an ex officio member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted;
- d. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive committee.
- e. Attend DPTA board of managers' meetings.

## **Vice President**

The Vice president(s) shall

- a. Act as aide(s) to the president;
- b. In their designated order perform the duties of the president in the president's absence or inability to serve;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive committee.

## **Secretary**

The secretary shall

- a. Record the minutes of all meetings of the Maple Lane PTA;
- b. Be prepared to read the records of any previous meetings;
- c. File all records;
- d. Have a current copy of the bylaws;
- e. Maintain a membership list;
- f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive committee.

## **Treasurer**

The treasurer shall:

- a. Collect all monies and deposit in the PTA bank account. Record deposit slip with applicable committee chair signature on deposit slip. In absence of the treasurer, the president or vice president may collect and deposit monies.
- b. Have checks and vouchers signed by two people; the treasurer and one other executive committee member (the president if possible).
- c. Prepare monthly treasurers report and bank reconciliations.
- d. Present the monthly treasurers report and bank reconciliations to the executive committee and at general membership meetings.

- e. Keep accurate records of all receipts which are to be kept in a binder as they are property of the PTA. This binder should be available for inspection/review by any executive committee member at any time. This binder must also be passed onto newly elected treasurer.
- f. Submit the books annually for an audit. Annual audit shall be completed by an auditing committee selected by the executive board, or a licensed professional, by July 31<sup>st</sup> each year.
- g. Report the findings of the annual audit to the executive committee and general membership.
- h. Maintain continuous and direct communication with the president and executive committee regarding the finances of this local PTA.
- i. Working with the president, be responsible for completing and forwarding all required tax forms and insurance forms to appropriate agencies.
- j. Perform such other duties as may be provided by these bylaws, prescribed by the parliamentary authority, or directed by the president or the executive committee.

## Communication Chair

The communication chair shall:

- a. Design/maintain a template for website
- b. Work with President to determine content
- c. Gather information from program chairmen and others to keep website updated
- d. Attend monthly board meetings
- e. Oversee all of the public communications for the Maple Lane PTA.
- f. Work with other PTA Board Members to plan key communication dates.
- g. Review all current and recurring PTA communications.
- h. Develop strategies to improve the Maple Lane PTA's communications.