

PTA Exec Board Positions in a nutshell

President — Presides over each executive and general assembly meeting of the PTA, signs for authorized payments along with a second signer, attends council PTA meetings, works closely with the school principal regarding schedules of activities and support from staff.

Secretary — Attends all executive and general assembly meetings and keeps an accurate record of the meetings proceedings via meeting minutes which are presented for approval at subsequent meetings. Authorized as a check signer for PTA expenditures.

Treasurer - Responsible for managing the budget and financial accounts including issuing checks. Must pay attention to detail and be organized. Keep permanent financial records up to date in PTA owned laptop. Processes payments of authorized PTA expenses. Reports on financial matters to the executive board and general PTA assembly.

Executive Vice President — Primary aide to president & can perform duties in their absence. Be familiar with the duties of all chairpersons and be very knowledgeable of PTA policies and procedures.

Vice President of Membership (& Pledge) — Responsible for creating and implementing the annual membership plan, promoting membership throughout the year, collecting dues, and distributing membership cards. Attract new members and retains previous members including teacher and staff involvement. Traditionally this VP has also organized the fundraising activities of the fall pledge drive and membership drive together.

Vice President of Programs — Plan and organize programs for the school year such as assemblies (usually 3 per year) and organizes the show for Family Fun Night. Collaborates with principal, PTA president, executive board to plan and implement programs.

Auditor — Prepares a mid-year audit of PTA financials in February and again in July. These audits are presented to the general PTA assembly.

Historian — Keeps record of all volunteer hours from activities, meetings and classroom assistance. Now that Raptor is installed this position is a lot easier. There is an annual report submitted to CAPTA each April.

Financial Secretary — Deposits all monies received by the PTA with 2 signatures on record. Keeps accurate record of receipts to make sure deposits balance. Verify all receipts before signing teacher requests for reimbursements. Busiest times are the Pledge Drive and Jog-a-thon when lots of checks and cash are donated. (Pretty easy & doable)

Parliamentarian — Appointed by the President; Give necessary advice in parliamentary procedure when requested. Assist in any necessary changes to our school's PTA Bylaws (just updated in 2015). Call the first meeting of the nominating committee and conduct election of the chairperson. (One of the less time consuming positions & allows time for other school and or class volunteering opportunities)

Full job descriptions can be found on the CAPTA website www.capta.org under Online Toolkit.

(At minimum, must have a minimum of 15 members including three officers: president, secretary, and treasurer)