

(Insert name here) PTA Board of Directors Rules and Responsibilities

The following are sample job descriptions they should be adjusted to fit your PTA/PTSA as stated in your standing rules and what is decided upon by your Board of Directors.



President:

- Determines the agenda for the Executive Committee, Board of Directors and General Membership meetings.
- Calls the meeting to order at designated time and if quorum is present, proceeds with the business. Presides over the meeting.
- Refrains from taking part in discussions or expressing personal opinions on issues during the meeting. May appoint a temporary presiding officer in order to speak.
- Makes appointments to positions or committees (with approval of the board of directors) and oversees all committee work.
- Writes a summary of Executive Board meetings and General membership meetings for the PTA Newsletter.
- Is aware of required deadlines for payment of membership fees, insurance, annual corporation report, charitable solicitation act, pre-registration for workshops, applications for awards, and submittals for recommendations.
- Co-signs all binding agreements and checks for the PTA
- Receives a duplicate copy of the banks statement.
- Works with the Board to establish a calendar for the year.
- Responds to all correspondence addressed to the President or the PTA.
- Writes welcome letter to membership, (Kindergarten parents, incoming 7th Grade) and monthly message for newsletter.
- Works with the Newsletter Editor and submits articles for the PTA Newsletter as needed.
- Completes (or appoints a committee to complete applications for awards.
- Helps plan and conduct orientations of the newly elected Executive Committee in June.
- Collects Executive Committee notebooks at the end of the year (June 30)
- Compiles a list of newly-elected Executive Committee ~ Standing Committees members with their contact information and distributes the list to the Board members and building principal and post the list on the PTA bulletin board.
- Makes sure the newly elected Executive Committee names, addresses, phone and E-mail address are entered via WSPTA'S online membership enrollment program, as soon as election are complete.
- Communicates information on all local, state and Council PTA programs.
- Has regular communication with Executive Committee, Board of Directors, Committee Chairs and the building principal
- Attends local Council Meetings or appoints a designee.
- Attends all Regional and WSPTA trainings.

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Vice President

- Attends all Board of Director Meetings & General Membership Meetings.
- Performs the duties of the President in their absence or in their inability to serve.
- Works with President when contracts need to be signed.
- Is aware of required deadlines for payment of membership fees, insurance, annual corporation report, charitable solicitation act, pre-registration for workshops, applications for awards, and submittals for recommendations.
- Communicates with all Committee chairs and makes sure they are given all necessary information for their positions.
- Plans the meeting agenda with the President (as needed).
- Attends all Regional and WSPTA trainings.
- (Most vice presidents are assigned to something on a board of directors and if that is the case then this job description needs to be adjusted to add additional information.) Most common are VP of Fundraising, VP of Events or VP of Programs.

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Secretary:

- Attends all Board of Director meeting & General Membership Meetings.
 - Takes minutes and records all business transacted at each board and General Membership meeting.
 - Distributes approved minutes to Board members and posts general membership minutes to the PTA Bulletin Board/website.
 - Prepares minutes for approval at the next meeting.
 - Plans the meeting agenda with the President (as needed) and informs the President of any unfinished business at the meetings.
 - Gives notice of all Executive Board and General Membership meeting, including phone calls, written notices or information in the Schools Friday Bulletin or PTA monthly newsletter.
 - Determines if a quorum is present at meetings.
 - Handles attendance at meetings.
 - Calls the meeting to order in the absence of the President or 1st Vice-President and asks for nomination for a chairman pro-tem.
 - Keeps the Legal Documents Notebook up to date.
 - Keeps a current list of all PTA owned equipment and files a list in the PTA legal documents notebook.
 - Maintains the inventory of PTA paper and office supplies and makes purchases as needed.
 - Keeps track of PTA correspondence and at the direction of the President, responds to any correspondence directed to the PTA.
- Sorts the mail in the PTA mail box and distribute the mail to appropriate Committee Chairs or Executive Board members.
 - At the end of the year (June 30) makes sure all copies of the legal documents notebooks and permanent records files are in order and ready to transfer to newly elected officers.
 - Attends all Regional and WSPTA trainings.

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Treasurer

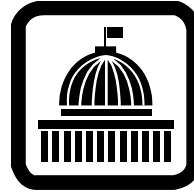
- Attends all Board of Directors Meetings & General Membership Meetings.
- Keeps an accurate and very detailed account of all funds received and all funds disbursed through the PTA, including all vouchers, receipts, bank statement, cancelled checks, and other records.
- Prepares and submits a detailed, written monthly financial report to the Executive Board. Posts the report on the PTA Bulletin Board/website immediately after Board or General membership Meeting.
- Provides all financial records as requested by the President or Board of Directors.
- Pays bills by check and works with the President (or their designee) to obtain two signatures on each check.
- Serves as Chairman of the Budget Committee and presents the budget to the membership.
- Writes a receipt for all cash transactions.
- Provides copy of deposit, and money count sheets to various committee chairs positions. For deposit records.
- Is responsible for signing in and out petty cash.
- Receives all funds from the PTA and promptly (with in 24 hours) deposits all funds only into the PTA's account.
- Works with the Vice-Presidents to collect and count monies from PTA Events, Fundraisers & Programs Activities.
- Works with the President and Secretary to complete Liability Insurance, Tax Exempt 990 form's, State Charitable Solicitations forms, and IRS forms.
- Makes copies of these forms and gives them to the President, and Secretary to put in the Legal Documents Notebook.
- Works with the Membership Chair to pay Membership service fees.
- Closes PTA books prior to June 30th.
- Submits books and records to the Financial Review Committee twice a year and is accessible to the Financial Review committee during the review.
- Delivers all books and records to the newly elected Treasurer and works with them to ensure a smooth transition at the end of the year (June 30th).
- Attends all Regional and WSPTA trainings.

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Membership Chair:

- Attends all Board of Director Meetings & General Membership Meetings.
- Appoints a committee of 3-5 persons to help organize and run the membership drive.
- Runs the membership committee meetings and makes reports on their behalf to the Board of Directors.
- Creates a Membership Packet to be sent home first week of school.
- Is aware of all membership due dates and makes sure payments to Council/WSPTA are submitted on time.
- Enrolls members in the WSPTA web-based system in a timely matter.
- Keeps track of all PTA members and works to give a list of members to all Board of Directors.
- Works with the Treasurer to make and receive payment of membership Service Fees.
- Keep an accurate account of all funds and keeps the membership notebook up to date.
- Submits monthly articles & membership sign up forms for the PTA newsletter.
- Attends all Regional and WSPTA trainings.



Legislative Chair:

- Attends all Board of Director Meetings & General Membership Meetings.
- Is the chair person for Legislative Assembly & Focus Day.
- Keep the Board of Directors up to date on any legislative communications from Washington State PTA, Council and The School District.
- Attends School District School Board meetings if possible, and gives a report to the Board of Directors.
- Responsible for registering attendees to the WSPTA Legislative Assembly, and briefing them on the legislative platform prior to the assembly.
- Responsible for surveying PTA Members about Legislative issues to get voting results prior to Legislative Assembly.
- Writes monthly Legislative articles for the PTA newsletter.
- Keeps Legislative notebook updated.
- Attends all Regional and WSPTA trainings.

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Newsletter Editor:

- Attends all Board of Director and General Membership Meetings.
- Sets up and distributes newsletter submission due dates to all Board of Directors and Committee Chairs.
- Stays informed of all PTA Events, Fundraisers, Programs and issues to keep the members of our PTA informed.
- Publishes a Monthly (Sept. – June) newsletter to be distributed the first week of every month.
- Keeps the Newsletter notebook up to date.



Volunteer Coordinator:

- Attends all Board of Director and General Membership Meetings.
- Is the Chair person for the “Back to School Event”.
- Designs and distributes volunteer sign up sheets the first week of school, and at Back to School Day event.
- Schedules and runs all volunteer orientations.
- Keeps volunteer sign in area clean, supplied and up to date.
- Compiles all volunteer sign-up sheets with corresponding committees, and distributes lists to the committee chairs.
- Keeps a list of all volunteer applications, cross referenced with volunteer sign in sheets. Making sure that everyone that volunteers has filled out an application with the School District.
- On call to help any and all committee chairs find volunteers for their committees.
- Keeps track of volunteer hours every month.
- Recognizes Volunteers at the end of the year celebration.
- Reports to Board of Directors with any success or concerns from volunteers.
- Submits monthly articles for the PTA Newsletter.