

## **We are looking for volunteers to join the Executive Board Members**

### **Executive Board Members and Responsibilities**

**President/Co Presidents:** The duties of the president shall include but are not limited to the following:

1. preside at all meetings of the Association.
2. is an ex-officio member of all committees except the nominating committee;
3. appoint association committee chairpersons with the approval of the executive board;
4. encourage meaningful participation in all parent and school activities;
5. provide opportunities for members' leadership development;
6. delegate responsibilities to members of the Association as needed;
7. attend all regular meetings of the presidents' council;
8. is a mandatory member of the School Leadership Team<sup>1</sup>;
9. meet regularly with the executive board members;
10. plan the agendas for the general membership meetings;
11. is one of the eligible signatories on checks, and debit card disbursement forms
12. may be responsible for DOE issued email account,
13. assist with the June transfer of Association records, including all pertinent userIDs and passwords, to the incoming executive board.

**Recording Secretary:** The duties of the recording secretary shall include but are not limited to the following:

1. record the minutes at all Association meetings;
2. prepare notices, agendas, sign-in sheets and materials for distribution;
3. prepare and read the minutes at Association meetings;
4. distribute copies of the minutes for review and approval by the general membership;
5. maintain the custody of the Association's records on school premises;
6. is responsible for maintaining the DOE issued email account;
7. may be one of the eligible signatories on a checks and disbursement forms;
8. incorporate all amendments into the bylaws, and;
9. ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office,
10. may be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association; and,
11. assist with the June transfer of Association records, including all pertinent userIDs and passwords, to the incoming executive board.

**Treasurer:** The duties of the treasurer shall include but are not limited to the following:

1. responsible for all financial affairs and funds of the Association;
  2. maintain an updated record of all income and expenditures on school premises;
  3. may be a signatory on checks, and debit card disbursement forms;
  4. may be responsible for setting up online access to the bank account;
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5. adhere to and implement all financial procedures established by the Association;
6. prepare and present a written report of all transactions at every executive board and general membership meeting (which includes income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period);
7. prepare the Association's interim and annual financial reports;
8. make available all books and financial records for viewing by members upon request and for audit;
9. may have access to the DOE issued email account;
10. assist with the June transfer of Association records, including all pertinent userIDs and passwords, to the incoming executive board.

**Non Mandatory Officers<sup>2</sup>: All non-mandated The duties of the shall include but are not limited to the following:**

**Vice President:**

- a. The Vice-President shall assist the President or Co-Presidents and shall assume the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request.
- b. The Vice Presidents will perform the duties of the President/Co-President in his/her absence.
- c. The Vice President shall be one of the signatories on all checks.
- d. The Vice President shall assist with the June transfer of Association records to the incoming Executive Board.

**Chairperson/Co-Chairperson of Fundraising:**

- a. The Chairperson of Fundraising shall oversee and coordinate all fund raising events.
- b. Each Chairperson may recruit members from the Association to be on their committee.
- c. The Chairperson of Fundraising shall act as liaisons between committees, President/Co Presidents and school administration in regard to fund raising events.
- d. The Chairperson of Fundraising shall confer with the PTA President/Co President and school administration and relevant members of the Executive Board before each event, to set date of function, confirm distribution of initial and reminder notices by the chairperson.
- e. The Chairperson of Fundraising shall be present and/or arrange representation of an executive officer at fund raising events.
- f. The Chairperson of Fundraising shall prepare and review activity reports for each fundraising event and submit such report to the President/Co-President.
- g. The Chairperson of Fundraising shall report at Executive Board and General membership meeting on status of function and all monies earned.

**Chairperson/Co-Chairperson of Membership:**

- a. The Chairperson(s) of Membership will coordinate annual membership drives and collect and record membership donations.
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- b. The Chairperson(s) of Membership will perform the duties of fundraising in event of his/her absence. The Chairperson(s) of Membership will coordinate flyers and envelopes for membership drives.
- c. The Chairperson(s) of Membership will have available at general membership meetings a list of current members of the Association.
- d. The Chairperson(s) of Membership with assistance from PTA Executive Board Members will keep accurate records of all donations unless otherwise kept by the Treasurer.
- e. The Chairperson (s) of Membership will turn over all monies to the Treasurer or President/Co-President.
- f. The Chairperson(s) of Membership will encourage parent participation, outreach and recruitment.

**Chairperson/Co-Chairperson of Programming:**

- a. The Chairperson of Programming will coordinate booking of school wide programs.
- b. The Chairperson of Programming will submit receipts to Treasurer.
- c. The Chairperson of Programming will request checks for.
- d. The Chairperson of Programming will coordinate dates of events with school principal.
- e. The Chairperson of Programming will request schedules from principal/asst. principal when necessary.
- f. The Chairperson of Programming will confirm date/time/participants.
- g. The Chairperson of Programming will confirm pricing of events/per/pupil prices.

**Financial Secretary:**

- a. The Financial Secretary with assistances from PTA Board Members will collect and account for all monies earned through fund raising events, donated, or otherwise designated as for this Association.
- b. The Financial Secretary with assistances from PTA Board Members will collect and count money from chairpersons and issue receipts.
- c. The Financial Secretary with assistances from PTA Board Members will transfer money to Treasurer and obtain receipt.
- d. The Financial Secretary with assistances from PTA Board Members will obtain a financial summary from each chairperson.

**Corresponding Secretary:**

- a. The Corresponding Secretary will conduct all correspondence of the Association.
- b. The Corresponding Secretary will notify all members of Executive Board meeting dates no less than 7 days prior to meeting.
- c. The Corresponding Secretary will keep attendance records.
- d. The Corresponding Secretary will compile a list of all Executive Board members and distribute to those members.
- e. The Corresponding Secretary will set up a communication chain among Executive Board members to be used in case of emergencies.
- f. The Corresponding Secretary will perform such other secretarial duties as may be delegated to this officer.

- g. The Corresponding Secretary will draft all “thank you” letters to invited guests of PTA meetings and upon review and approval of the President/Co-Presidents.
- h. The Corresponding Secretary will assist with proofreading of memos and documentation of the Association.

**Tech/Social Media Chair:**

- a. The Tech/Social Media Chair/Co Chairs will update/upkeep the PTA website, all social media accounts and correspond to all parent concern via email.
- b. The Tech/Social Media Chair/Co Chairs will draft the monthly calendar upon review and approval of the President/Co-Presidents and the principal.
- c. The Tech/Social Media Chair/Co Chairs will assist with forwarding of memos/flyers to the principal, assistant principal, and parent coordinator for approval.
- d. The Tech/Social Media Chair/Co Chairs will assist with distribution /collection of membership and fundraising letters
- d. The Tech/Social Media Chair/Co Chairs will disseminate notifications of all activities of PS 221 PTA including but not limited to PTA General Meetings, programs, and fundraising events upon approve of the President/Co-Presidents.