

Proctor PTA Board Job Descriptions

President *

- Coordinate the work of officers and committees of the association.
- Preside at all meetings of the association and the executive board.
- Sign all authorizations for payment as required by the executive board or association and sign checks accordingly.
- Approve all newsletters, flyers and/or notices and have them approved by the principal prior to distribution.
- Have all contracts or legally binding documents approved by the association.
- Be responsible for preparing the association annual report required by the California State PTA.
- Be the official representative of the association for the principal as well as the district, state & national PTA.
- Perform such other duties as may be prescribed in the bylaws or assigned by the association

Executive Vice President

- Serve as the primary aide to the president.
- Perform the duties of the president in the absence of or disability of that officer to act.
- Perform such other duties as may be prescribed in the bylaws or assigned by the association.

Vice President of Programs

- Coordinate and oversee the various PTA programs set forth by the association, ensuring that each has a committee chair.
- Perform such other duties as may be prescribed in the bylaws or assigned by the association.

Secretary*

- Keep an accurate record of the proceedings of all meetings of the association and the executive board.
- Prepare a list of all unfinished business for the use of the president.
- With the president, sign all authorizations for payment.
- Record all expenditures in the minutes.
- Keep a current list of the paid members of the association.
- Keep a current signed original set of the bylaws and standing rules.
- Perform such other duties as may be delegated to the secretary.
- Conduct all necessary correspondence of the association upon authorization of the president, executive board or association.
- Notify officers of their election and chairmen of their appointments.
- Send out notices of executive board meetings.
- Perform such other duties as may be delegated to the secretary.

Treasurer*

- Keep permanent books of accounts and records.
- Chair the budget committee and prepare the budget for adoption by the association.
- Contact the bank to secure signatures of all authorized signers on all checking and savings account signature cards.
- Receive and retain a copy of the deposit slip for any deposit made.
- Pay all bills.
- Secure two signatures on all checks.
- Keep the membership informed of expenditures as they relate to the budget adopted by the association.
- Remit all district, State and National portions of per capita dues monthly to the district.
- Be responsible for all necessary report forms required by the California State PTA for insurance, and for filing tax returns and other forms required by government agencies.
- Make an annual financial report to the association.

Financial Secretary

- Give a receipt for all monies received for the association and deposit in a bank approved by the executive board. Give copy of receipt to the treasurer.
- Prepare all authorizations for payment as required by the executive board or association.
- Keep an accurate record of all receipts and authorizations for payment for filing with the treasurer's financial records for the association.
- Present a report at every meeting of the association and the executive board.
- Make an annual report to the association

- Perform such other duties as may be delegated to the financial secretary.

Auditor

- Audit the books and financial records of the association semiannually.
- Prepare a midyear audit (January) and a year-end audit (July).
- Present a written report to the executive board two times per year.
- Present a written report for adoption by the association two times per year.
- Be responsible for verifying on the Audit Report Form that all necessary report forms required by the California State PTA for insurance, and tax returns, etc. have been completed and filed by the due date.

Historian

- Assemble and preserve a record of the activities, achievements and volunteer hours of the association.
- Act as custodian of records and other materials pertinent to the history of the association.
- Assist the president with the preparation of the association's annual report required by the California State PTA.

*** Mandatory position.**