

Proctor PTA Board Job Descriptions

The following positions are mandatory, in order to elect a 2010 - 2011 PTA Executive Board:

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 and national PTA.
- Perform such other duties as may be prescribed in the bylaws or assigned by the association.

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.

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 stranding rules.
- 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.

The following positions are very important, and should be filled, but are not required to elect the next board:

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.
- Working with the school office, assemble registration packets, coordinate volunteers for and supervise Proctor registration in August.
- Perform such other duties as may be prescribed in the bylaws or assigned by the association.

Financial Secretary

- Collect all monies received for the association, deposit said monies in association's bank account and keep record of said transactions in ledger. Give copies of receipts and deposits to the treasurer.
- Approve authorizations for payment as required by the executive board or association.
- Present a monthly report at every meeting of the association and the executive board.
- Make an annual report to the association at year end.
- Reconcile monthly bank statement for the association's account.
- 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.

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.

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.