Officers & Chairperson

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| **Positions** | **Descriptions** |
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| **President** | * Serves a two year term
* Works alongside the president elect for the first halve of the year to learn responsibilities
* Manages overall activities of PTA
* Creates meeting agendas
* Facilitates monthly meeting
* Creates and distribute monthly PTA newsletter (working with partnership coordinator)
* Assist and meets with committee chair when necessary
* Helps to establish yearly PTA budget
* Approval of any financial situation
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| **Vice President** | * Serves a two year term
* Will assume all responsibility in the absence of the president
* Recruit PTA committee chairs when needed

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| **Treasurer** | * Treasurer elect works with current treasurer to learn roles and responsibilities
* Two year term
* Responsible for all financial affairs and funding
* Submits a monthly financial report during PTA meetings
* Is an authorized signer for PTA checks
* Informs committee of budgeted funds
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| **Secretary** | * Works with secretary elect to learn roles and responsibilities
* Two year term
* Maintains the official record of the proceeding meeting minutes
* Prepares and provides copies of the minutes at monthly meetings
* E-mails minutes to president and partnership coordinator prior to next meeting
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| **Membership Chairperson** | ·   |
| **Volunteer Chairperson** | * Works in partnership with the membership chairperson and partnership coordinator
* Assist with committees in finding volunteers for events and programs
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