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 |
| **Vice President** | * Serves a two year term * Will assume all responsibility in the absence of the president * Recruit PTA committee chairs when needed |
| **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 |
| **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 |
| **Membership Chairperson** | · |
| **Volunteer Chairperson** | * Works in partnership with the membership chairperson and partnership coordinator * Assist with committees in finding volunteers for events and programs |