

Ferndale Elementary
Roosevelt•Wilson•Coolidge

PTA[®]

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Executive Board
Job Descriptions
September 2002

PRESIDENT

The president shall:

- Preside at all meetings of the association;
- Perform such other duties as may be prescribed in these bylaws or assigned by the association;
- Be a member ex officio of all committees except the nominating committee;
- Coordinate the work of the officers and committees of the association in order that the Objects may be promoted.
- Attend meetings called by the Council, when in membership with Council, or arrange for his duly elected alternate to attend.
- In the event of consolidation, change of name, or disbandment of this unit, notify the Michigan PTA
- Overall responsibility for management of three PTAs
- Monthly meeting coordination & content

1st VICE PRESIDENT

The first vice president(s) shall:

- Act as aide(s) to the president;
- Official liaison to school administration and PTA members
- (In their designated order) perform the duties of the president in the absence or inability of that officer to serve.
- Role is similar to former president role including restructuring transition activities, interaction with building principal, school-specific meeting coordination, teacher/student liaison, attends functions, etc.
- Prepare and deliver monthly update on school-specific PTA happenings
- Distribute in conjunction with President school flyers to teacher mailboxes as often as needed
- Coordinate distribution of PTA mail in school mailboxes on a regular basis (at least weekly)
- Potential PTA Council delegates (must attend PTA Council meetings on behalf of each school)??

SECRETARY

The secretary shall:

- Keep an accurate record of the minutes of all meetings of the association and of the executive board;
- Have a current copy of the bylaws;
- Maintain a membership list;
- Perform other delegated duties as assigned;
- Conduct the correspondence delegated to him/her including meeting reminders (hopefully electronically).
- Immediately following the election, send the name and address of the newly elected President to the Michigan PTA Office.

TREASURER

The treasurer shall:

- Keep a full and accurate account of receipts and expenditures;
- Make the disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- Have checks or vouchers signed by two persons, the treasurer and the President;
- Present a financial statement at every meeting of the association and at other times when requested by the executive board;
- Make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- Keep the record of the National and State portions of the membership dues separate from the record of the general funds of the local unit, as provided in these Bylaws Article V, Section 6,
- Submit the books annually for an audit by an auditing committee selected by the executive board at least two weeks before the meeting at which new officers assume duties.
- Forward the \$25.00 unit dues to the Michigan PTA office on or before June 1 of each fiscal year.
- Forward National and State monies to the Michigan PTA office on a monthly basis by the 28th of each month.

EXECUTIVE VICE PRESIDENT

The EVP shall:

- Coordination of all family nights on behalf of all schools (some may be smaller committees who work stand alone, but EVP should be ex-officio member of all)
- Planned activities to-date include:
 - Octoberfest (Spaghetti Dinner)
 - Halloween Party/Dance
 - Skating Nights
 - Ethnic Potluck
 - Bingo
 - Others to be determined
- EVP will coordinate closely with 2nd VPs at each school
- Responsible for flyers, information, volunteer coordination, on-site logistics, etc. relating to each Family Night/Event

P.S. This is the best job EVER!

2nd VICE PRESIDENT

The 2nd VP(s) shall:

- Works closely with the EVP on school family nights and serves as local school liaison regarding such
- Help round up volunteers/workers from each school for various family nights
- Help distribute family night and other flyers as needed
- Provide back-up to school 1st VP as needed
- Potential content coordinator for Student Newsletter??
- Potential on-site coordinator in conjunction with school administration for Enrichment Committee/Assemblies

FINANCIAL ASSISTANTS

The Financial Assistant(s) shall:

- Financial Assistants are on-site fund coordinators with specific building budget management responsibility
- Financial Assistants should check in to school at least weekly (Fridays) to pick up anything that has to do with PTA funds (there will be busier “seasons” than others:
 - Fall Fundraiser (open order forms, count monies – communicate any discrepancies, sign off on forms – forward forms only to Fundraiser chair, and forward all money using Fund Tally order to Treasurer
 - Help with Membership sales would be appreciated as they are usually cash-heavy sales.
- Attend family nights in order to collect and manage cash on hand (if not able – coordinate other arrangements)
- Assist Treasurer as needed including the delivery of reimbursement checks and other duties as needed
- It is imperative that we respect the privacy of our PTA members – please do not discuss checks bouncing or other individual financial matters with others.

COMMITTEE CHAIRPERSONS

- Should be prepared to make a Committee report with current information at each PTA meeting – if cannot attend, make arrangements for other member to support
- Committee chairperson “owns” what happens on that committee and should be prepared to make a full accounting of Committees doings including funds transactions. A good committee chairperson keeps a great record and then passes it along for the next person!!
 - Membership – coordinates the purchase of PTA membership at three Locations with the help of school co-chairs. Memberships are processed and returned to members, monies are tabulated and turned over to Treasurer who submits to State by 28th of each month. State award eligibility deadline is March?
 - Fall Fundraiser – coordinates the annual fundraiser for the PTA including distribution, coordination, tabulation (along with help of Financial Assistants at each school) , all correspondence and delivery of product including prize, if applicable. Maintain accurate record of monies collection in coordination with Treasurer
 - Book Fairs, Others – etc.

PTA REMINDERS/TIPS

- All PTA correspondence needs our PTA logo – send to President or 1st VPs for approval if you are not sure, but once we get in the groove – you should be good to go!
- Keep a binder so that everything has a place and your records are accurate!
- Update our webmaster, Karen Breen-Bondie with correspondence, electronic copies on a timely basis with helpful information to keep our awesome web page fresh and populated with really good information! Keep members coming back for information!! Also - if the information is there – they won't need to call you!!
- Communicate, communicate, communicate! We can NEVER communicate too much!
- Ask, ask, ask!
- Share, share, share!! We're all for one, and one for all!!! (this includes other PTAs in the district as well) We're all on the same team.
- Call me for anything – I will always make myself available to you!!

Success has nothing to do with what you gain in life
or accomplish for yourself. It's what you do for others.

DANNY THOMAS (1914-1991)

Entertainer