

# Hillsmere Elementary PTA Inc

## Duties of Officers

### President

- Preside at all meetings of this local PTA/PTSA, the board of directors, and the executive committee;
- Coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted;
- Be a member *ex officio* of all committees except the nominating committee;
- Review bank statements monthly and initial; and
- Represent this PTA/PTSA at all council meetings or send an alternate.
- Perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors;

### 1st Vice President – Enrichment

- Act as an aide to the President
- Perform duties of President should the President be unavailable
- Perform other duties as assigned by the board
- Attend monthly PTA meetings, and board meetings
- Be familiar with the bylaws
- Assist in board discussions
- Act as Enrichment Chair, dedicated to continuing the high quality enrichment programming to all students and bringing in new programming as warranted
- Check in monthly with all clubs and enrichment coordinators to ensure that the clubs are on schedule, target and budget
- Assist in finding club volunteers
- Plan assemblies with the help of Administration
- Attend any relevant training

### 2nd Vice President of Membership

- Act as aide to the President
- Perform the duties of President if the President is absent or unable to serve
- Perform other duties as assigned by the board
- Handle all duties pertaining to membership
- Attend Monthly PTA and board meetings
- Be familiar with the bylaws
- Act as membership and Community relations chair, who is the cheerleader and salesperson of our PTA and the leader of events meant to bring the community together
- Assist in board discussions
- Be responsible for ongoing recruitment and retention of members
- Check in monthly / coordinate items listed below
- Conduct a fall membership drive
- Distribute information about what the PTA is and how it benefits the children at our school

- Be dedicated to reaching out to members and getting new members

### **3<sup>rd</sup> Vice President: Equity and Diversity**

- Act as aide to the President
- Perform the duties of President if the President is absent or unable to serve
- Perform other duties as assigned by the board
- Handle all duties pertaining to Equity and Diversity
- Attend monthly PTA and executive board meetings
- Be the Lead volunteer for Holiday Bazar, and be in charge of that committee
- Plan and execute events for designated months such as : Hispanic Heritage Month, Black History Month, etc
- Help bring in enriching speakers to general membership meetings for the purpose of educating members on issues surrounding Equity and Diversity
- Assist in the recruiting and retention of a diverse membership
- Assist with Holiday meals and wishlist
- Receive any scholarship applications for clubs, and advise the board on extending scholarship offers
- Conduct community outreach
- Help guide the executive board on issues of diversity, equity, and inclusion

### **Secretary**

- Record the minutes of all meetings of this local PTA/PTSA, the board of directors, and executive committee;
- Be prepared to read the records of the previous meeting;
- File all records;
- Have a current copy of the bylaws;
- Maintain a current membership list; and
- Perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

### **Treasurer**

- Have custody of all funds of this local PTA/PTSA;
- Keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month;
- Make disbursements as authorized by the president or board of directors of this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA;
- Present a written financial statement at every meeting of the executive committee, the board of directors, the general membership and at other times when requested by the board of directors;
- Make a full report before the newly elected officers assume their duties;
- Be responsible for the maintenance of such books of account and records as to conform to the requirements of these bylaws;
- Be responsible for preparing and filing all necessary tax forms and submitting a copy to Free State PTA within thirty (30) days of filing;

- Have the accounts examined at the close of the fiscal year and upon change of treasurer by an auditor or an auditing committee of not less than three (3) persons who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. An auditor or an auditing committee shall be selected by the board of directors at least thirty (30) days before the new officers assume their duties; and
- Perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

## **Appointed Chair Positions**

- **Volunteer Coordinator**
- **FUNdraising**
- **Advocacy and Community Liaison**
- **The Buzz Editor**
- **Webmaster**