



## PS 281 PTA Executive Board Roles

**President or Co-Presidents:** The President's or Co-Presidents' duties include:

- a) presiding at all meetings of the Association;
- b) serving as ex-officio member(s) of all committees except the nominating committee;
- c) providing leadership for the members;
- d) appointing chairpersons of committees;
- e) delegating responsibilities to other members and encourage meaningful participation in all Association and School activities;
- f) serving as the Association's representative(s) to the School Leadership Team ("SLT") and District 2 Presidents' Council ("D2PC"). In the event that there are two Co-Presidents, they must determine who will serve on the School Leadership Team ("SLT") and who will attend the District 2 Presidents' Council ("D2PC") meetings. If the President or Co-President is unable to attend district presidents' council meetings, the he/she must transfer all voting rights to a designee of her/his choosing. Designees must be approved by vote of the membership and the results of such vote must be recorded in the minutes of the meeting.
- g) meeting regularly with the Executive Board members in accordance with these Bylaws to plan the agendas for the general membership meetings;
- h) signing checks; and
- i) assisting with the June transfer of PTA records to the incoming Executive Board.

**Secretary or Co-Secretaries:** The Secretary's or Co-Secretaries' duties include:

- a) maintaining the official record (minutes) of the proceedings and actions of all Association meetings;
- b) preparing notices, agendas, sign-in sheets and materials to be distributed;
- c) preparing and reading the minutes of each Association meeting and making copies of the minutes available upon request;
- d) maintaining custody of the Association's records on School premises;
- e) signing and incorporating all amendments into the Bylaws and ensuring that signed copies of these Bylaws with the latest amendments are on file in the School principal's office;
- f) reviewing, maintaining and responding to all correspondence addressed to

- the Association; and
- g) assisting with the June transfer of all Association records to the incoming Executive Board.

**Treasurer or Co-Treasurers:** The Treasurer's or Co-Treasurers' duties include:

- a) responsibility for the financial affairs and funds of the Association;
- b) maintaining an updated record of all Association income and expenditures;
- c) adherence to and implementation of all financial procedures established by the Association;
- d) presenting and providing copies of financial reports at all Association meetings;
- e) preparing and providing the January 31st interim and June annual financial reports;
- f) making available all books or financial records for viewing by members upon request and for audit;
- g) serving as Chairperson of the Budget Committee;
- h) preparing all financial records and assisting with the June transfer of all Association records to the incoming Executive Board; and
- i) signing checks.

**First Vice-President or Co-First Vice-Presidents:** The First Vice-President's or Co-First Vice-Presidents' duties include:

- a) assisting the President or Co-Presidents;
- b) assuming the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request;
- c) helping teachers select, recruit, and mentor class parents;
- d) serving as class parent coordinator responsible for Association communications with individual class parents; and
- e) assisting with the June transfer of Association records to the incoming Executive Board.

**Second Vice-President or Co-Second Vice-Presidents:** The Second Vice-President's or Co-Second Vice-Presidents' duties include:

- a) assisting the President or Co-Presidents;
- b) assuming the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request;
- c) chairing or co-chairing the Spring Benefit; and
- d) assisting with the June transfer of PTA records to the incoming Executive Board.

**Vice-President of Treasury or Co-Vice-Presidents of Treasury:** The Vice-President of Treasury's or Co-Vice-Presidents' of Treasury duties include:

- a) assisting the Treasurer or Co-Treasurers;
- b) assuming the Treasurer's or Co-Treasurer's duties in his/her or their absence

- or at the Treasurer's or Co-Treasurers' request;
- c) maintaining accounts receivable and making deposits as directed by the Treasurer or Co-Treasurers;
  - d) maintaining accounts payable and preparing and issuing checks as directed by the Treasurer or Co-Treasurers;
  - e) assisting with the June transfer of PTA records to the incoming Executive Board; and
  - f) signing checks.

**Members-at-Large:** There will be up to five Members-at-Large. Three Member-at-Large positions will be held for new families and filled in compliance with the requirements for CR A-660, if any, as such pertain to election of non-mandatory officers. Each Member-at-Large is a voting member of the Executive Board. Members-at-Large are expected to chair or co-chair an event. Members-at-Large are responsible for organizing and maintaining the PTA office.