

Executive Board Positions for 2010/2011

Immediate Past President Position (ex officio)

Term is limit to one year.

President

The PRESIDENT shall preside at all meetings of this local PTA and of the executive board; shall perform such other duties as prescribed in the bylaws or assigned by this local PTA or by the executive board; shall coordinate the work of the officers and committees of this local PTA in order that Objectives may be promoted; and shall be a member ex officio of all committees except the nominating committee.

Vice President Positions

First Vice President of Programs

Second Vice President of Membership

Vice President of Fundraising

Vice President of Arts Integration

The vice presidents shall act as aides to the president; shall in their designated order perform the duties of the president in the absence or inability of that officer to serve; and shall perform other delegated duties as assigned. The vice presidents are: **FIRST VICE PRESIDENT OF PROGRAMS; SECOND VICE PRESIDENT OF MEMBERSHIP; VICE PRESIDENT OF FUNDRAISING; VICE PRESIDENT OF ARTS INTEGRATION**. The duties of the 1st vice-president of programs shall be to manage programs. The duties of the 2nd vice president of membership will be to manage PTA membership drive, PTA membership directory, PTA communication and will perform the duties of the secretary in her absence. The duties of the Vice president of fundraising will be to manage fundraising programs and events. The duties of the Vice president of arts integration will be to manage art related PTA programs.

Treasurer

THE TREASURER shall have custody of all funds of this local PTA; shall keep a full and accurate account of receipts and expenditures; shall make disbursements as authorized by the president, executive board, or this local PTA in accordance with the budget adopted by this local PTA; shall have checks or vouchers signed by two persons, the treasurer and one other officer; shall present a written financial statement at every meeting of the executive board and of the general membership and at other times when requested by the executive board; and shall make a full report before the newly elected officers officially assume their duties; shall be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 14 of the bylaws; shall be responsible for preparing and filing all necessary tax forms; shall have the accounts examined annually or upon change of treasurer by an auditor or an auditing committee of not less than three persons, who, satisfy that the treasure's annual report is correct, shall sign a statement of that fact at the end of the report. An auditor or and auditing shall be selected by the executive board at least thirty (30) days before the new officers assume their duties.

Secretary

The SECRETARY shall record the minutes of all meetings at this local PTA and of executive board; shall file all records; shall have a current copy of the bylaws; shall maintain a current membership list; and shall perform other delegated duties as assigned.

The **SECRETARY** shall be responsible for publishing the yearly calendar of all general meetings of the association immediately after the first general meeting of the school. Further the secretary shall publish and distribute the calendar of all regularly scheduled executive board meetings immediately after the first executive board meeting of the school year. It is the responsibility of the secretary to post a reminder of all regular membership meetings one week before the meetings occur. The secretary shall notify members of their election and/or appointment to office and keep files of all correspondence.

Two Delegate Positions

The **DELEGATE(S)** to the PTA Council shall represent this local PTA in the work of the PTA Council. (FYI the Montgomery County Council of PTA's meets monthly during the school year.) Two Delegates are needed.