



PS/IS 499 PTA

The Queens College School for
Math, Science & Technology
Parent Teacher Association

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RESPONSIBILITIES OF PTA BOARD OFFICERS

THE EXECUTIVE BOARD

- The Executive Board is not an entity in itself.
- In place to represent the concerns of the General Membership
- Serves as liaison between the Association and the Principal
- Seeks guidance of President's Council
- Spokespersons for the General Membership

** IN ORDER TO BE A FUNCTIONING PA/PTA, THE POSITIONS OF PRESIDENT, RECORDING SECRETARY AND TREASURER MUST BE FILLED (CORE) **

PRESIDENT (CO-PRESIDENTS)

- Accountable to the Executive Board and General Membership
- Provides leadership to the Executive Board and General Membership
- Delegates, coordinates and monitors the work of the officers and committees of the PA/PTA.
- Presides over all meetings of the PA/PTA and Executive Board
- Serves as President's Council representative and Votes in CEC election
- May countersign all checks
- Sets up speakers for meetings and Parent Events (if 1st Vice President is not elected)
- Assists the PA/PTA in moving forward with all decision making processes through the use of parliamentary procedure
- Encourages parent participation in school activities
- Represents the PA/PTA constituency at meetings, forums, conferences and other events as needed.
- Serves as a core member on the School Leadership Team (SLT)
- Meets with the Executive Board to plan agendas for PA/PTA meetings, consultations and information sharing
- Sets tone for maximum member participation.
- Assures there is a written record of the organization.
- Files a permit with the school custodian for all evening meetings (or delegates this to an Executive Board member)

- Serves as an Ex-officio member of all committees (except the nominating committee)

VICE PRESIDENT

- Attends all meetings and Assists the President
- Attends District functions as requested by the President
- May Chair a major committee upon appointment by the President
- Assists with the transfer of all PA/PTA records to the incoming Executive Board
- Shall serve as Chairperson of the Enrichment Committee

RECORDING SECRETARY (CO-RECORDING SECRETARIES)

- Shall record minutes at all association meetings - signed and dated
- Prepare notices, agendas, sign-in sheets and materials for distribution
- Shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership - Minutes kept in a binder/bound book in date order, kept on hand at general membership meetings.
- Shall maintain custody of the association's records on school premises
- Shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file with the Principal, President's Council and District Family Advocate's offices - Keep a log of all amendments
- Responsible for reviewing, maintaining and responding to all correspondences addressed to the association.
- Shall assist in the June transfer of all association records to the incoming executive board
- Prepares agenda for upcoming general membership meetings from previous minutes, with the assistance of the Executive Board
- Votes in the CEC Election

MINUTES

- Keeps accurate Minutes - factual, include key points (not full discussion, word for word)
- Ensures minutes are unbiased and free from personal opinion
- Records all motions in exact wording, including the name of who made the motion and who seconded
- Keeps a record of all Yes's and No's to motions/votes
- Minutes to be signed and dated.

If a Corresponding Secretary is not elected to the Executive Board, the Recording Secretary is also responsible for the Corresponding Secretary's duties as outlined.

CORRESPONDING SECRETARY (CO-CORRESPONDING SECRETARY)

- Attends all meetings
- Records mail received by the association and reports on such at Executive Board meetings.

- Creates an association logo or letterhead and insures the school letterhead is not used on any PA/PTA correspondences.
- Prepares responses or correspondences at the request of the President and keeps a copy on file.
- Prepares and distributes written notices and agendas for all association meetings in a timely fashion.

(All meeting notices must be distributed 10 days prior to meeting date)

- Keeps a list of names, addresses, phone numbers and email addresses of the Executive Board - makes available to the Executive Board, Principal and President's Council.
- May assist the Nominating Committee in the creation of canvas letter and ballots.
- May assist all committees with any notices, flyers or correspondences needed
- Acts as liaison to a Communication committee
- Should create a PA/PTA Newsletter to be distributed to general Membership quarterly
- Assists with the transfer of all PA/PTA records to the incoming Executive Board

** Tip: It's a good idea to send out your whole year's calendar of meeting dates at the beginning of the school year. You must also send out monthly reminders at least 10 days prior to each meeting. Make sure someone else proof-reads all correspondences prior to sending.

TREASURER (CO-TREASURER)

- Attends all meetings
- Responsible for all financial affairs and funds of the association
- Responsible for maintaining an updated record of all income and expenditures on school premises
- Shall adhere to and implement all financial procedures established by the association
- Shall prepare and present a written report of all transactions at every Executive Board and General Membership meeting. This report must include income, refunds, reimbursements and other expenditures and opening and closing balances for the reporting period
- Shall prepare the Association's Interim Financial Report by January 31st and the Annual Financial Report by the June General Membership meeting
- Shall make available all books and financial records for viewing my members upon request and for audit
- Insures financial reports are distributed to membership and on file with the Principal, President's Council and District Parent Support office
- Assists Budget Committee in developing the yearly budget
- Provides all required information to the Audit Committee

(There is to be no relationship, personal or professional, between the auditor and the account signatories)

- Collects and keeps an accurate class list of members who sent in donations
- Is responsible for the transfer of Association monies to the bank

(Tip: Always count monies with another board member and take a second person with you to the bank.)

- May be 1 of the signatories on checks

(Tip: Insure persons in blood relation or relation by marriage do not sign checks together.)

- NEVER makes checks payable to CASH
- ALL reimbursements and expenditures shall be accompanied by an itemized receipt and completed reimbursement form
- Keeps checkbooks and other ledgers in a safe area on school property, when not in use, to prevent unauthorized access
- Maintains all deposit slips with appropriate identification of all funds. Keeps all voided checks with signature portion removed.
- Shall assist with the June transfer of all association records to the incoming Executive Board
- Assists Fundraising Committee Chair in preparing the Fund Raising Activity Report
- Votes in CEC Election

HOSPITALITY COORDINATOR (CO-HOSPITALITY COORDINATOR)

- Shall make all preparation for each PTA meeting, including purchasing the snacks, food and paper goods
- Maintains inventory and purchase items needed for meetings or events
- Will work with committee Chairs of events to coordinate the food needs for the event and make any necessary purchases

COMMITTEE

- Should meet on a monthly basis and then as often as necessary to accomplish their goals
- The first meeting should be for introductions, choosing a Chairperson (if one is not appointed by the President) and define their goals for the year

CHAIRPERSON (CO-CHAIRPERSONS)

- Is a non-voting member of the Executive Board
- Is either appointed by the President or elected by the committee
- Oversees and assists in clearly defining the goal of the committee
- Insures the attendance and participation of its committee members to insure accomplishment of its goals
- Seeks the assistance of their Executive Board liaison
- Reports the committee's activities at each Executive Board meeting for discussion
- Gives an update of committee activities at each General Membership meeting

NOMINATING COMMITTEE

- Must be established in February General Membership meeting
- Made up of 3 - 5 members, majority from General Membership, remaining selected by President with Board approval
- Has 1 Chairperson
- No employee of the school or anyone running for an office
- Solicit candidates in writing

- Prepare & distributes all notices
- Prepares ballots, attendance sheets, ballot box and tally sheets

If a nominating committee cannot be formed, the association must proceed with an expedited election - a single meeting where all nominations are taken from the floor for all offices, immediately prior to election.

BUDGET COMMITTEE

- Drafts proposed budget each Spring
- Drafts written review of prior years budget
- Presents the budget process