

PTA Positions*

A brief description of responsibilities and expectations

President—Elected position. The president oversees the executive board and association meetings, is a signer of contracts, appoints chairpersons to committees and vacant offices and is a member of every committee (except the Nominating Committee). They are also responsible for overseeing the finances of the association along with the entire executive board.

Executive Vice President, Membership—Elected position. In our association the Executive Vice President of EVP is responsible for our membership drive. They have voice and vote on the executive board and at the association meetings. They conduct two membership drives during the year, act in place of the president if the president is unable to attend a meeting or function, oversee the membership committee and are responsible for overseeing the finances of the association along with the rest of the executive board.

Vice President, Ways and Means—Elected position. Ways and Means is a fancy way of saying fundraising—this vice president position is in charge of organizing and executing the fundraisers we have. They have voice and vote at all e-board and association meetings, oversee the fundraising committee, and are responsible for overseeing the finances of the association along with the rest of the executive board.

Secretary—Elected position. They are responsible for keeping the minutes of both the executive board meetings and the association meetings. They keep all contracts signed by the PTA, have voice and vote at e-board and association meetings, and are responsible for overseeing the finances of the association along with the rest of the executive board.

Treasurer—Elected position. The treasurer is responsible for counting money, making deposits, keeping the financial records, and reporting on the fiscal status of the association. They pay the association bills, create monthly financial reports, and participate in an audit twice a year. They have voice and vote at all e-board and association meetings, oversee the budget committee, and are responsible for overseeing the finances of the association along with the rest of the executive board.

Historian—Elected position. The historian keeps track of all volunteer hours on campus, creates the end of the year report to council PTA, and keeps a record of all PTA events. They have voice and vote at all e-board and association meetings and are responsible for overseeing the finances of the association along with the rest of the executive board.

Auditor—Elected position. The auditor attends all executive board meetings and association meetings to be sure that proper fiscal procedures are being adhered to. They conduct audits twice a year, in January and July, and report to the council and association on their findings. They have voice and vote at all e-board and association meetings and are responsible for overseeing the finances of the association along with the rest of the executive board.

***All members of the executive board, including committee chairs,**

must be PTA members with a current membership card!