

# White Eagle PTA Executive Board

## Job Descriptions

### **PRESIDENT:**

- Presides at all meetings of the organization, executive board, and executive committee
- Serve as an ex-officio member of all committees except nominating and audit
- Appoint members to special committees
- Delegate the work of the organization to other officers or chairmen as may be appropriate
- Coordinate the work of the officers and committees in order that the PTA objectives be promoted
- Act as a signer on PTA checks
- Represent PTA at IPPC General and President's Meetings
- Create and Maintain Executive Board Roster
- Review and Sign All Contracts
- Ensure Insurance policies are current and sufficient
- Carry out other duties as may be assigned by the organization, executive board, and executive committee.

### **VICE PRESIDENT:**

- Act as aide to the President
- Perform, in their designated order, the duties of the President in the absence or inability of that officer to serve
- Record and update PTA membership list and monies received.
- Record and update volunteer list for individual chaired committees
- Organize and coordinate Teacher Appreciation week

### **TREASURER:**

- Receive all monies of this organization and keep an accurate record of receipts and expenditures including reconciliation of bank account
- Place all monies in a depository approved by the executive board
- Pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers
- Present a written financial statement at every meeting of the organization and at other times as requested by the executive board making a full report at the annual meeting in May.
- Chair the budget committee (with at least semi-annual meetings) and maintain the budget
- Be responsible for the remittance of state and national dues as directed by PTA bylaws
- Provide the checkbook, all bank statements, canceled and voided checks, deposit slips, treasurer's record & receipt books, vouchers and invoices for all disbursements to the auditing committee (or audit company as approved by the executive board)
- Be responsible for completion and filing of appropriate forms as may be required by the IRS no later than the date established by the regulations.

### **SECRETARY:**

- Record the minutes of all meetings of this organization, the executive board and the executive committee
- Have a current copy of the bylaws and the membership list
- Conduct correspondence of the organization as directed
- Perform such other duties as may be delegated.
- Update and submit bylaws by the first annual meeting