

NLP PTA EXECUTIVE BOARD POSITION DESCRIPTIONS

President:

- Facilitates the creation of a caring community of volunteers and ensures support to teachers/staff.
- Confers with Principal and the Executive Committee regarding the school community's wants/needs, plans for the year, and progress towards goals.
- Oversees and provides guidance to the other Executive members and committee chairs.
- Oversees implementation of the budget.
- Presides over PTA Membership meetings and Executive Board Meetings.
- Files his/her signature at the bank containing PTA funds upon taking office.
- Cosigns/approves all letters and/or communications that are being sent out.
- Collaborates with the Principal (or designee) to add PTA sponsored events to the school calendar.
- Acts as an official representative of the school PTA.
- Responsible for the accuracy of PTA information and compliance with PTA Bylaws and Standing Rules.
- Reviews and signs all contracts and check requests.
- Supports and encourages all volunteers, committee chairs, parents, teachers and staff.

Vice President:

- Acts as an aide to the President.
- Assists President with planning for all meetings.
- Performs the duties of the President in their absence.
- Files his/her signature at the bank containing PTA funds upon taking office.
- Assists President with accuracy of PTA information.
- Assists with compliance of PTA Bylaws and Standing Rules.
- Helps to oversee and provide guidance to committee chairs.
- Attends all Executive Board Meetings as well as General Membership Meetings.

Treasurer:

- Files his/her signature at bank containing PTA funds upon taking office.
- Controls all funds of the PTA by accounting for all receipts and expenditures.
- Makes disbursements as authorized by President, Executive board or General Membership.
- Prepares the PTA budget for review and approval by members at first general meeting along with the Executive board.
- Prepares and submits all tax related documents, file 990 with IRS by November 15th.
- Ensures that all expenditures are approved before being incurred and keeps full and accurate account of receipts.
- Maintains PTA checkbook and keeps running balance in Checkbook Register.
- Ensure committee chairs receive cash count and deposit forms when needed.
- Promptly deposits money into bank after receipt.
- Issues reminders to cash outstanding checks within 30 days.
- Ensures all treasurer reports and financial statements are prepared for the Audit Committee by July 15th each year.
- Presents Budget & Treasurers Report at each PTA meeting, as well as an annual report at final meeting
- Attends all Executive Board Meetings and General Membership Meetings.

Recording Secretary:

- Records minutes of all meetings of the association and of the Executive committee, including time meeting started/ended, who was in attendance, ideas discussed *If voting occurs, note who voted and note who approves budget, or all in favor.
- Prepares and distributes the previous month's meetings and sign in sheets at each meeting.
- Tracks and keeps records of attendance at Executive Board Meetings and General Membership Meetings.
- Submits General Meeting minutes to IT chair for PTA website within 3 days post meeting.
- Provides ballots for all elections.
- Attends all Executive Board Meetings and General Membership Meetings.

Corresponding Secretary (Communications):

- Prepares communications on behalf of the PTA and Executive Board.
- Responsible for distribution of information to the community and PTA general membership.
- Maintains PTA email addresses and prepares email blasts.
- Works with Technology Chairperson.
- Updates PTA Calendar.
- Prepares monthly PTA Calendar.
- Works with School Media Specialist for adding segments to morning announcements and Bucks Newsletter.
- Communicates with Assistant Principal to put communications on the marquee.
- Communicates with Principal for Connect Ed communications.
- Places yard signs 2-3 weeks prior to events.
- Attends all Executive Board and General Membership Meetings.