

## **JOB DESCRIPTION FOR PTA OFFICERS FOR NEW UTRECHT HS**

**President:** Preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee; appoint chairpersons of PTA committees with the approval of the executive board; delegate responsibilities to other PTA members and encourage meaningful participation in all parent and school activities; attend all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team; meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings; be one of the eligible signatories on checks; attend OFEA professional development seminars relating to association leadership; assist with the June transfer of PA/PTA records to the incoming executive board.

**Vice President:** Shall assist the president and shall assume the president's duties in his/her or their absence or at the president's request; be one signatory on all checks; assist with the June transfer of PTA records to the incoming executive board.

**Treasurer:** Be responsible for all financial affairs and funds of the association; Prepare pro forma and final budget after Executive Board approval; Be responsible for maintaining, on school premises, an updated records of all income and expenditures; Must be one of the signatories on all checks; Adhere to and implement all financial procedures established by the association; Be prepared to present and provide copies of financial reports at all association meetings; Attend OFEA professional development seminars relating to financial affairs; Make available all books or financial records for viewing by members upon written request and for audit; Prepare all financial records and  
Assist with the June transfer of all PTA records to the incoming Executive Board.

**Recording Secretary:** Maintain the official record (minutes) of the proceedings and actions of all association meetings; Maintain the official record (minutes) of the proceedings and actions of all Executive Board Meetings; Prepare attendance sheets and distribute materials for PTA meetings; 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; Maintain custody of the association's records on school premises; Sign and incorporate all amendments into the bylaws and ensure that signed copies of the PTA bylaws with the latest amendments are on file in the principal's office; Assist with the June transfer of all PTA records to the incoming Executive Board.

**Corresponding Secretary:** Shall be responsible for recording mail received by the association and for preparing response or correspondence at the request of the president; preparing and distributing notices to all association meetings; assist in the June transfer of records.

**School Leadership Teams: (SLTS)** are school-based organizations composed of an equal number of parents and staff. They meet at least once a month, and determine the structure for school-based planning and shared decision-making.