

### **President**

- Oversees and coordinates the work of an executive board to run a PTA effectively
- Presides at PTA board and association meetings
- Serves as the official contact, communicator and representative of a PTA
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTA leaders to connect families, school and community to support student success

### **Secretary**

- Takes minutes at board and association meetings
- Co-signs formal papers with president: authorizations for payment, resolutions and formal letters
- Handles PTA correspondence as directed by the president
- Maintains and preserves PTA records and important documents to pass on at the end of the term

### **Treasurer**

- Maintains permanent records to track unit funds and financial transactions
- Chairs budget committee and prepares annual budget for adoption by the association
- Pays all PTA bills as authorized by board or association
- Prepares reports for every board and association meeting and an annual financial report
- Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates

### **Executive Vice President**

- Works as the primary aide to the president
- Helps lead a PTA towards specific goals consistent with PTA purposes and policies
- Performs president's duties in his or her absence
- Carries out other duties outlined in unit bylaws and standing rules or as assigned

### **Financial Reviewer (aka Auditor)**

- Reviews the books and financial records of a PTA to determine their accuracy
- Presents written reports on financial reviews to the board for review and the association for adoption
- Uploads copies of adopted financial reviews to the document retention system as indicated in unit bylaws

### **Parliamentarian**

- Assists the president to manage meetings and advises on parliamentary procedure
- Chairs Bylaws committee to review unit Bylaws each year and revise Bylaws every three years
- Arranges nominating committee's first meeting, providing information on nomination and election process

#### **Historian**

- Captures, assembles and preserves record of activities and achievements of a PTA
- Collects volunteer hours for PTA meetings and events
- Completes and submits the PTA Unit-Annual Historian Report to council/district PTA
- Displays or presents brief overview of PTA year at meeting near the end of the school year

#### **VP of Fundraising**

- Works with a committee, appointed by the president, to plan and organize fundraising activities
- Focuses on raising the amount of funds needed to meet the unit's budget
- Presents reports on proposed fundraising activities at board and association meetings for approval

#### **VP of Membership**

- works with the membership committee to plan the annual membership campaign
- responsible for creating and implementing a membership plan
- promotes membership throughout the year
- provides membership reports at PTA board and association meetings
- collects dues and distributes membership cards

To learn more about Santiago School PTA events and other committees, visit our website at

[www.santiagoschoolpta.org](http://www.santiagoschoolpta.org).

- Santiago School PTA Leadership: <https://santiagoschoolpta.org/leadership>
- Santiago School Events: <https://santiagoschoolpta.org/events>