



Descriptions of PTA Board Positions:

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

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

Recording 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

Financial Secretary

• Works closely with the treasurer and other financial officers in handling PTA funds • Keeps a record of all PTA funds collected, deposited and disbursed • Prepares monthly and annual financial reports

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 • Fills out Historian Summary Report and files copies as Historian records. Provides copies for minutes, procedure book and, if applicable, president's memory book • Displays or presents brief overview of PTA year at meeting near the end of the school year

Auditor

• Audits the books and financial records of a PTA to determine their accuracy • Presents written reports on audits to the board and the association for adoption • Forwards copies of adopted audits to council/district PTA as indicated in unit bylaws

Nominee Requirements:

- Must be a PTA member for at least 30 days at the time of the election.
- Must support the purposes and basic policies of the PTA and recognize that PTA is an effective organization working for all children and youth.
- Must be fair, objective, and concerned for the well-being and best interests of the PTA.
- Should be willing to give PTA priority and commitment including attendance at PTA meetings.

**Elected office term is for one year. No member shall be eligible for the same office for more than two consecutive one-year terms or hold more than one elected or appointed office.*