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## **Mayfield Woods Middle School PTA Officer Descriptions**

### **President**

The president with the help of the board, plans and executes the objectives for the PTA, presides at all meetings and plans the meeting agenda utilizing input from others and serves as ex-officio on all committees. The president must maintain impartiality when serving as the presiding officer at meetings and be knowledgeable of basic parliamentary procedure.

Good communication skills are vital. It is important that the president delegate responsibility; empower others and appreciate their efforts. She/he should communicate regularly with officers and chairs and maintain visibility to the membership. The president should have a positive relationship with the principal and staff and encourage PTA members to do the same. She/he should promote a positive image of PTA within the community.

It is important that the president is aware of required deadlines such as the payment of membership dues, insurance renewal, and tax filings. The president reviews the PTA bank statements.

### **1st & 2nd Vice President**

Performs the duties of president in the absence or inability of that officer to serve, attend all meetings and shall assist the president when called upon. Shall maintain open communication with the president, provide assistance to committees or special projects as needed. Act as a contact person and representative of the president when questions arise. Act as a liaison between

parents and school when necessary. Be available to take minutes of meetings in the absence of the secretary. Serve on additional committees as needed and help develop new programs. In case of a vacancy in the office of president, the first vice president shall assume the duties until the next election. The vice president is also a signer on the checking account.

### **Treasurer**

The treasurer shall serve as an active participant on the board of directors and attend all the meetings. The treasurer should serve as chair of the budget committee and present the budget to the membership. The treasurer should keep an accurate and detailed account, in the books and records of the PTA, of all funds received and all funds disbursed. The treasurer should submit a written monthly financial report at each meeting of the PTA.

It is important that the treasurer (or designated person) receives all funds for the PTA and promptly deposits all funds only into the bank account, handles only PTA funds and does not deposit funds of other organizations into the PTA account. Bills should be paid BY CHECK ONLY signed by two authorized executive committee members. All financial obligations of the PTA must be authorized by either the president or the vice president, in absence of the president.

The treasurer must preserve all vouchers, receipts, bank statements, cancelled checks, and other records, and submit these to the Financial Review committee when requested, or to the board of directors or membership when requested and

maintain complete financial records as specified in the records retention timetable. The books must be closed as of June 30 and the books and records submitted for financial review to the financial review committee appointed by the president. The financial review committee shall not include any person who was authorized to sign on the bank account for the period under review.

The treasurer delivers to his successor all books and records, including historical records, promptly at the conclusion of his/her term of office.

### **Secretary**

The secretary shall take minutes and record all business transacted at each meeting (board and general meetings), determines if a quorum is present, handles attendance and must prepare the minutes in a timely manner for approval at the next meeting.

The secretary issues all "calls" or notices of meetings and conducts such correspondence as the board of directors or executive committee may designate.

At the end of the year (June 30) the secretary should be sure all copies of the legal documents notebooks and permanent record notes are in order and ready to transfer to new officers.