

PTA Executive Board Role Descriptions

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
- Responsible for keeping budget on track along with the Treasurer
- 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 VP

- Works as the primary aide to the president
- Room Parent Coordinator
- 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

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

1st VP Organization

- Oversees the following: Registration, Corporate Matching, Gifting Committee, Honorary Service Awards, PTA Membership, Directory

2nd VP Hospitality

- Oversees the following: Back to School Teachers Luncheon, Kinderfest, Hosted Coffees, Holiday Luncheon as well as oversees the chairs of the following events: Hometown Fair, Spring Dance & Variety Show

3rd VP Education

- Oversees educational programs including Reflections, Art At YourFingertips, International Day, oversees our Diversity, Equity and Inclusion Chair, Wellness Chair, and Science Field Day

4th VP Community and Safety

- Oversees all aspects of school personnel and student safety including disaster drills and Earth Week

5th VP Communication

- Oversees PTA Website, Newsletter, Marquee and other forms of outreach and communication including social media accounts
- Oversees Spirit Wear Sales

6th VP Ways and Means

- Plans and organizes fundraising activities including Parent Social and Dolphin Dash

7th VP Legislation

- Attends monthly Council Legislative Rep meetings
- Updates membership on new issues/legislation
- Attends Capital Convoy
- Peninsula Education Foundation (PEF) school representative (Sketchers Walk, 1K Day)

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 dispersed
- Prepares monthly and annual financial reports

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

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

Historian

- Collects volunteer hours for PTA meetings and events
- Completes and submits the PTA Unit-Annual Historian Report to council/district PTA