# PTA Executive Board Description

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 VP

* 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

# 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, Variety Show, Dr. Seuss Day, Fall Family Fun Night, Spring Hoedown

# 3rd VP Education

* Oversees educational programs including Reflections, Art At Your Fingertips, International Day, 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

# 6th VP Ways and Means

* Plans and organizes fundraising activities including Parent Social and Fun Run

# 7th VP Legislation

* Runs “Mock Election”
* Attends monthly Council Legislative Rep meetings
* Updates membership on new issues/legislation
* Attends Capital Convoy
* Peninsula Education Foundation (PEF) school representative

# 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