

CENTENNIAL ELEMENTARY PTA

Duties of Officers

The **president** shall:

- a. coordinate the work of the officers and committees of the association in order that the Purposes may be promoted;
- b. confirm that a quorum is present before conducting any business at any meeting of the association;
- c. preside at all meetings of the association;
- d. appoint the historian and parliamentarian, subject to approval of the newly elected officers;
- e. appoint chairmen of special committees subject to approval of executive board;
- f. be authorized to sign on bank accounts;
- g. be authorized to sign contracts that have been approved by the executive board;
- h. be listed as the principal officer and be authorized to sign tax documents;
- i. confirm the executive board has reviewed and the membership has adopted the Texas PTA PTA/PTSA Records Retention Policy annually;
- j. call a meeting of the newly elected officers within thirty (30) days after the election meeting for the purpose of approving appointments of standing committee chairmen and such other business as becomes necessary;
- k. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
- l. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership with Council PTA);
- m. file with the Council PTA secretary the names of delegates and alternates from this Local PTA by the first regular Council PTA meeting and no later than October 1. A Local PTA joining or making changes after October 1 shall submit any changes in writing prior to any regular meeting in order to be eligible to vote;
- n. confirm that all officers are graduates of the current Texas PTA Leader Orientation or have completed the course by October 15 after the election;
- o. send the names and addresses of the officers and chairmen to the Texas PTA office by May 1 each year;
- p. appoint the audit committee subject to the approval of the executive board; and
- q. serve as an ex-officio member of all committees except the nominating and audit committees.

Vice Presidents

a. **First Vice President Programs** shall:

1. be the aide-to-the-president [and be in charge of programs]; and
2. preside in the absence of the president (in their designated order).

b. Second Vice President Volunteers shall:

1. be in charge of volunteers; and
2. preside in the absence of the president (in their designated order).

c. Third Vice President Fundraising shall:

1. be in charge of ways and means; and
2. preside in the absence of the president (in their designated order).

The Secretary shall:

- a. record the minutes of all meetings of the association;
- b. keep an accurate record of attendance at executive board meetings;
- c. be responsible for correspondence;
- d. have a current copy of the bylaws;
- e. maintain a list of the names of Local PTA officers who have completed the Texas PTA Leader Orientation, with the dates each course was completed;
- f. maintain the records retention policy;
- g. maintain the adopted ethics/conflict of interest policy as signed by the current executive board members; and
- h. maintain a membership list.

The Treasurer shall:

- a. have custody of all the funds of the association;
- b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
- c. make disbursements in accordance with the budget adopted by the association;
- d. sign on bank accounts; 15
- e. present a financial report, both written and verbal, at every meeting of the Local PTA and as requested by the executive board or the association;
- f. make a full report at the annual meeting;
- g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article VI, Section 3 of these bylaws;
- h. complete and file all necessary tax documents; and
- i. present books to the audit committee as requested.

The Parliamentarian shall:

- a. advise the presiding officer on questions of parliamentary procedure; and
- b. vote only when the vote is by ballot.

The Historian shall:

- a. collect and preserve documents relating the history of the association; and
- b. present a written report to the association as the official history to be adopted at the annual meeting.

Additional Duties of officers:

- A. The **First Vice President Programs** shall:
 - 1. be responsible for all programs at all regular association meetings;
 - 2. be responsible for educational, parenting, and special programs; and
 - 3. be responsible for teacher appreciation activities.

- B. The **Second Vice President Volunteers** shall:
 - 1. be responsible for the overall organization and coordination of all volunteer programs and/or activities;
 - 2. appoint a member from each grade level to serve as grade level classroom volunteer coordinator who shall assist the Centennial staff in securing, organizing and scheduling the necessary number of classroom volunteers; and
 - 3. assist the grade level classroom volunteer coordinators in securing volunteers for standing committees, as needed.

- C. The **Third Vice President Fundraising** shall be in charge of the overall organization and coordination of all fund-raising projects and/or activities.

- D. The **Treasurer** shall:
 - 1. serve as chairman of the budget committee and appoint members of that committee which shall prepare a tentative budget for the new fiscal year;
 - 2. present the proposed budget for approval to the board prior to the last regular association meeting and then to the membership at the last regular association meeting for adoption;
 - 3. present amendments to the adopted budget to the board prior to the first regular association meeting of the year and then to the membership at the first regular association meeting of the year;
 - 4. be responsible for all duties through the end of the fiscal year including the preparation of the tax return for the fiscal year served.

- E. The **Parliamentarian** shall:
 - 1. be responsible for the coordination of the bylaws committee for the annual review and/or revision of established bylaws and standing rules and for the presentation of the review/revisions to the executive board;
 - 2. serve as chairman of the Wish List Committee with the additional selection of a minimum of four people with at least one board member; and
 - 3. have the current adopted and approved bylaws and standing rules in his/her possession at all meetings.

- F. The **Historian** shall:
 - 1. manage order-taking, preparation for publication and distribution of the student yearbook; and
 - 2. be responsible for the school scrapbook.