**President**

As PTA President, you will need to promote a positive image of the PTA within the community and maintain a strong positive relationship with the Principal and staff while encouraging all PTA members to do the same.

The President and Vice President will determine which tasks or duties can be delegated or shared between the two presidential positions. Those responsibilities could include but are not limited to:

* Setup and Preside over the Board of Directors Retreat (date to be determined). This includes updating and preparing Standing Rules, Rules of Conduct, PTA Goals and Calendar.
* Assisting in presiding over all monthly PTA Board meetings and planning the meeting agenda with the PTA Secretary, while utilizing input from others.
* Maintain impartiality when serving as the presiding officer at meetings. It is helpful to have a basic knowledge of parliamentary procedure.
* Making appointments to positions and committees as designated in the local unit standing rules with the approval of the Executive Committee.
* Awareness of required deadlines for the payment of membership service fees, registration for workshops and conferences, application for awards, and submit­tals for recommendations, as well as annual corporation report, charitable solicitations registration, insurance renewal, and Federal tax filings.

**Requirements**

* PTA membership and at least one year of service as a committee chair or board member.
* Attend specialized trainings sessions and conferences:
	+ Washington State Convention (one weekend per year)
	+ Region Two Meeting (one day per year)
	+ PTA Training (2 hours per year)
* Co-facilitate monthly PTA Board meetings (2 hours per month)
* Participate in weekly Principal Meetings (1 hour per week)
* Participate in monthly ISD Meetings (2 hours per month)
* Respond to questions and inquiries from PTA board and committee members, staff or general members (1-2 hours per week)

**Vice President**

As PTA Vice President, you will need to promote a positive image of the PTA within the community and maintain a strong positive relationship with the Principal and staff while encouraging all PTA members to do the same. The Vice President, shall perform the duties of President in the absence or inability of that Officer to serve, and shall assist the President when called upon.

The President and Vice President will determine which tasks or duties can be delegated or shared between the two presidential positions. Those responsibilities could include but are not limited to:

* Setup and Preside over the Board of Directors Retreat (date to be determined). This includes updating and preparing Standing Rules, Rules of Conduct, PTA Goals and Calendar.
* Assisting in presiding over all monthly PTA Board meetings and planning the meeting agenda with the PTA Secretary, while utilizing input from others.
* Maintain impartiality when serving as the presiding officer at meetings. It is helpful to have a basic knowledge of parliamentary procedure.
* Making appointments to positions and committees as designated in the local unit standing rules with the approval of the Executive Committee.
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**Requirements**

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* Participate in weekly Principal Meetings (1 hour per week)
* Participate in monthly ISD Meetings (2 hours per month)
* Respond to questions and inquiries from PTA board and committee members, staff or general members (1-2 hours per week)

**Treasurer**

The treasurer is the authorized custodian, elected by the mem­bers, to manage the funds of the PTA on behalf of the member­ship and the board of directors. The funds, as well as the books and record-keeping materials, are the property of the PTA. The treasurer shall serve as an active participant on the board of direc­tors and executive committee and attend all the meetings of each. The treasurer should serve as chair of the budget committee and present the budget to the membership.

Specific duties and responsibilities include:

* Assuring all PTA funds are promptly deposited into one or more bank accounts where PTA funds are maintained sepa­rate from funds of any other organization.
* Keeping an accurate and very detailed account of all funds received and all funds disbursed.
* Paying all authorized financial obligations of the PTA, in­cluding membership service fees due to the council (if any) or the State PTA, in a timely manner.
* Working with our accountant to ensure we file the appropriate federal tax forms (990N, 990EZ or 990) in a timely manner.
* Submitting Charitable Solicitations 501(c) 3 status; Nonprofit Renewal; and Reseller's Permit.
* Preserving all receipts, invoices, bank statements, canceled checks, and other financial records as specified in the re­cords retention timetable.
* Submitting a detailed, written monthly financial report at each meeting of the PTA membership and Board of Direc­tors.
* Submitting written reports by mail or email to the Board during months when there are no meetings.
* Developing and presenting, with support of the budget com­mittee, the budget for the following year.
* Submitting a final annual report at end of the fiscal year.

**Requirements:**

* PTA Membership
* Working knowledge of QuickBooks
* Financial, accounting or treasurer experience recommended

**Secretary**

Together with the President, the Secretary should plan the meet­ing agenda and inform the President of any unfinished business at the meetings. The Secretary shall take minutes and record all business transacted at each meeting making sure all minutes are complete and prepare the min­utes for approval at the next meeting. During PTA meetings, the Secretary is responsible for issuing all “calls” or notices of meetings and conducts such correspondence as the Board of Directors or Executive Committee designates. In addition, the Secretary also determines if a quorum is pres­ent, handles attendance, and in the event both the President and the Vice President are absent, calls the meeting to order and asks for nominations for a chair pro-tem.

The Secretary’s responsibilities include but are not limited to the following:

* Maintaining an up-to-date roster of members and committees.
* Preparing and ensuring all copies of the legal documents notebooks and permanent record files are in order and ready to transfer to new Officers at the end of the year (June 30th).
* Handling of incoming and outgoing correspondence at the President’s request.
* Filing hard copies of all minutes, correspondence, committee reports, newsletters, meeting notices, etc. in the official files of the unit/council.
* Providing meeting highlights (both general membership meetings and Board meetings) and other important information to the unit/council newsletter editor for inclusion in the newsletter.
* Submitting PTA meeting minutes as required as part of the ap­plication for WSPTA Standards of Excellence and Honor Unit Awards.
* Managing gathering all of the information for and the filing of the Standards of Excellence Award.

**Requirements**

* PTA Membership
* Attendance at and keeping minutes at all: (a) general membership meetings; (b) Board of Directors meetings; and, (c) Executive Committee meetings.
* The Secretary should attend: (a) State PTA (including region) workshops and conferences; (b) “PTA and the Law” class; (c) the programs, activities and events of the PTA.