

ROLES AND RESPONSIBILITIES OF PTSA OFFICERS

President

- Preside at all meetings of the general membership and board of directors.
- Coordinate the work of the officers, board, and committees
- Perform duties as provided by the bylaws
- Sign all contracts that have been approved by the board
- Ex officio voting member of all committee except nominating committee

Vice President(s)

- Perform duties requested by the president and board of directors
- If the president office is vacant, the vice president(s) acting together shall assume the duties until a new president is elected.

Treasurer

- Collect, deposit, and maintain all funds
- Disburse funds in accordance with the annual budget and maintain records identifying the purpose and payee of all disbursements
- Maintain a current record of income and expenditures
- Present financial reports
- File all required tax forms and prepare for audit

Secretary

- Record minutes of all general membership and Board of Directors meetings
- Perform other delegated duties
- Maintain a file of important documents related to the PTSA