

Lake Tapps Elementary PTA

Board of Directors

Roles and Responsibilities

President:

- Determines the agenda for the Executive Committee, Board of Directors and General Membership meetings.
- Calls the meeting to order at designated time and if quorum is present, proceeds with the business. Presides over the meeting.
- Refrains from taking part in discussions or expressing personal opinions on issues during the meeting. May appoint a temporary presiding officer in order to speak.
- Makes appointments to positions or committees and oversees all committee work.
- Writes a summary of Executive Board meetings and General membership meetings for the PTA Newsletter.
- Is aware of required deadlines for payment of membership fees, insurance, annual corporation report, charitable solicitation act, pre-registration for workshops, applications for awards, and submittals for recommendations.
- Co-signs all binding agreements and checks for the PTA
- Receives a duplicate copy of the banks statement.
- Works with the Board to establish a calendar for the year.
- Responds to all correspondence addressed to the President or the PTA.
- Writes welcome letter to membership, Kindergarten parents and monthly message for newsletter.
- Works with the Newsletter Editor and submits articles for the Lake Tapps PTA Newsletter as needed.
- Completes (or appoints a committee to complete applications for awards.
- Helps plan and conduct orientations of the newly elected Executive Committee in June.
- Collects Executive Committee notebooks at the end of the year (June 30)
- Compiles a list of newly-elected Executive Committee ~ Standing Committees members with their contact information and distributes the list to the Board members and building principal and post the list on the PTA bulletin board.
- Makes sure the newly elected Executive Committee names, addresses, phone and E-mail address are entered via WSPTA'S online membership enrollment program, as soon as election are complete.
- Communicates information on all local, state and Council PTA programs.
- Has regular communication with Executive Committee, Board of Directors, Committee Chairs and the building principals.

Vice President Events

- Attends all Board of Director, Executive & General Membership Meetings.
- Performs the duties of the President/s in their absence or in their inability to serve.
- Works with President when contracts need to be signed.
- Oversees all Event Committee Chairs. (As listed in the Lake Tapps PTA Standing Rules.) Will brief said chairs on all rules, regulations, deadlines, and expectations pertaining to their committee position.
- Oversees all Event Committees and works with the particular activity committee chairs to help organize and run the event as needed.
- Compiles a list of all PTA Event Committee Chairs and distributes the list to the Board of Directors.
- Collects the Event Activity Committee Notebooks at the end of the year (June 30th). Updates notebooks as needed through out the year.
- Works with Treasurer to collect and count monies taken in at Event Activities.

Vice President Fundraising:

- Attends all Board of Director, Executive & General Membership Meetings.
- Works with President when contracts need to be signed.
- Oversees all Fundraising Committee Chairs. (As listed in the Lake Tapps PTA Standing Rules). Will brief said chairs on all rules, regulations, deadlines, and expectations pertaining to their committee position.

- Oversees all Fundraising Committees and works with the particular activity committee chairs to help organize and run the event as needed.
- Compiles a list of all PTA Fundraising Committees and Chairs and distributes the list to the Board of Directors.
- Collects the Fundraising Committee Notebooks at the end of the year (June 30). Updates notebooks as needed through out the year
- Works with the Treasurer to collect and count monies from any and all fundraising activities.

Vice President Programs:

- Attends all Board of Director, Executive & General Membership Meetings.
- Works with President when contracts need to be signed.
- Oversees all Program Committee Chairs. (As listed in the Lake Tapps PTA Standing Rules). Will brief said chairs on all rules, regulations, deadlines, and expectations pertaining to their committee position.
- Oversees all Program Committees and works with the particular activity committee chairs to help organize and run the event as needed.
- Compiles a list of all PTA Programs Committees and Chairs and distributes the list to the Board of Directors.
- Collects the Program Committee Notebooks at the end of the year (June 30). Updates notebooks as needed through out the year
- Works with the Treasurer to collect and count monies from any and all Program activities.

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Secretary:

- Attends all Board of Director, Executive & General Membership Meetings.
- Takes minutes and records all business transacted at each board and General Membership meeting. Distributes those minutes to Board members and posts general membership minutes to the PTA Bulletin Board. Prepares minutes for approval at the next meeting.
- Plans the meeting agenda with the President (as needed) and informs the President of any unfinished business at the meetings.
- Gives notice of all Executive Board and General Membership meeting, including phone calls, written notices or information in the Schools Kiddie Mail or PTA monthly newsletter.
- Determines if a quorum is present at meetings.
- Handles attendance at meetings.
- Calls the meeting to order in the absence of the Presidents or 1st Vice-President and asks for nomination for a chairman pro-tem.
- Keeps the Legal Documents Notebook up to date.
- Keeps a current list of all PTA owned equipment and files a list in the Lake Tapps PTA legal documents notebook.
- Maintains the inventory of PTA paper and office supplies and makes purchases as needed.
- Keeps track of PTA correspondence and at the direction of the President, responds to any correspondence directed to the PTA.
- Sorts the mail in the PTA mail box and distribute the mail to

appropriate Committee Chairs or Executive Board members.

- At the end of the year (June 30) makes sure all copies of the legal documents notebooks and permanent records files are in order and ready to transfer to newly elected officers.

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Treasurer:

- Attends all Board of Directors, Executive & General Membership Meetings.
- Keeps an accurate and very detailed account of all funds received and all funds disbursed through the PTA, including all vouchers, receipts, bank statement, cancelled checks, and other records.
- Prepares and submits a detailed, written monthly financial report to the Executive Board and posts that report on the PTA Bulletin Board immediately after Board or General membership Meeting.
- Provides all financial records as requested by the President or Board of Directors.
- Receives all funds from the PTA and promptly (within 24 hours if possible) deposits all funds only into the PTA's account.
- Pays bills by check and works with the President (or their designee) to obtain two signatures on each check.
- Serves as Chairman of the Budget Committee and presents the budget to the membership.
- Works with the President and Secretary to complete Liability Insurance, Tax Exempt 990 form EZ, State Charitable Solicitations forms, and IRS forms.
- Makes copies of these forms and gives them to the President, and

Secretary to put in the Legal Documents Notebook.

- Works with the Membership Chair to pay Membership service fees.
- Works with the Vice-Presidents to collect and count monies from PTA Events, Fundraisers & Programs. Activities.
- Closes the PTA books for the June 30th Year end
- Submits books and records to the Audit Committee twice a year and works with the audit committee to go over the PTA records.
- Delivers all books and records to the newly elected Treasurer and works with them to ensure a smooth transition at the end of the year (June 30th).