

MACARTHUR HIGH SCHOOL PTSA

Officer Purposes & Responsibilities

President

Purpose:

The President serves as the presiding officer of the Local PTSA and presides over executive board and membership meetings. The president directs the affairs of the association in cooperation with the other members of the executive board for a term of one year.

Responsible for:

- Presiding at all meetings of the board and association
- Confirming that a quorum is present at all meetings of the association before conducting business
- Calling a meeting of the elected officers within 30 days of the election meeting to appoint the historian, parliamentarian and standing committee chairs, subject to the approval of the board (newly elected president)
- Creating PTSA Calendar of Events for the school year
- Preparing written agendas for all meetings
- Appointing a member, with the approval of the board, who is not an authorized signer on the bank account to open, review, sign and date each bank statement
- Appointing the chair of each standing committee and special committee, subject to the approval of the newly-elected officers
- Appointing the NECPTA Delegate & Corresponding Secretary, subject to the approval of the newly-elected officers
- Coordinating the work of the officers and committees of the association in order that the purposes may be promoted
- Signing contracts which have been approved by the board
- Being an authorized signer on the bank account/s unless prohibited by terms of employment
- Being listed as the principal officer and be authorized to sign tax documents , unless prohibited by terms of employment
- Appointing a financial reconciliation committee, subject to approval of the board, at least 30 days before the last association meeting of the year
- Representing the Local PTSA as a delegate to North East Council of PTAs, Texas PTA and National PTA
- Serving as an ex-officio member of all committees, except the nominating and financial reconciliation committee
- Being a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after election or appointment
- Attending any NE Council position related training
- Delivering to successor or the president all official materials within fifteen (15) days following the date on which the successor assumes duties
- Attending all meetings of the association
- Abiding by the policies and procedures as set forth by Texas PTA
- Performing the duties outlined in the bylaws and governing documents

President-Elect

Purpose:

The President-Elect supports and learns all aspects for the role of President to effectively lead and further the mission of the association.

Responsible for:

- Performing the duties of the President in the event the President is absent or temporarily unable to execute the duties of the office
- Serving as an aide to the President
- Supporting and exhibiting loyalty to the association and its leadership
- Being an authorized signer on the bank account/s unless prohibited by terms of employment
- Serving as an ex-officio member of all committees, except the nominating and financial reconciliation committee
- Being a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after election or appointment
- Attending any NE Council position related training
- Delivering to successor or the president all official materials within fifteen (15) days following the date on which the successor assumes duties
- Attending all meetings of the association
- Signing the ethics/conflict of interest policy, as adopted
- Automatically becoming president at the end of the term
- Abiding by the policies and procedures as set forth by Texas PTA
- Performing the duties outlined in the bylaws, governing documents and those assigned by the president

1st Vice President

Purpose:

The 1st Vice President is responsible for the Internal Operations of the PTSA, for all Programs presented by the PTSA and presides over the various Chairs that are assigned to the 1st VP.

Responsible for:

- Serving as aide-to-the-president
- Being in charge of Internal Operations
- Presiding in the absence of the president (in the VP designated order)
- Being an authorized signer on the bank account/s unless prohibited by terms of employment
- Presiding over the Committee Chairs assigned to 1st VP on the MacArthur High School PTSA Board List
- Providing pre & post event/s reports if committee chairs are not present at board meetings
- Maintaining a procedure book/ or soft copy of info
- Being a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after election or appointment
- Attending any NE Council position related training

- Delivering to successor or the president all official materials within fifteen (15) days following the date on which the successor assumes duties
- Attending all meetings of the association
- Signing the ethics/conflict of interest policy, as adopted
- Abiding by the policies and procedures as set forth by Texas PTA
- Performing the duties outlined in the bylaws, governing documents and those assigned by the president

2nd Vice President

Purpose:

The 2nd Vice President is responsible for the fundraising of the association and presides over the various Chairs that are assigned to the 2nd VP.

Responsible for:

- Being in charge of Fundraising
- Seeking potential donors and sponsors for the PTSA
- Presiding in the absence of the president (in the VP designated order)
- Presiding over the Committee Chairs assigned to 2nd VP on the Mac Arthur High School PTSA Board List
- Providing pre & post event/s reports if committee chairs are not present at board meetings
- Maintaining a procedure book/ or soft copy of info
- Being a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after election or appointment
- Attending any NE Council position related training
- Delivering to successor or the president all official materials within fifteen (15) days following the date on which the successor assumes duties
- Attending all meetings of the association
- Signing the ethics/conflict of interest policy, as adopted
- Abiding by the policies and procedures as set forth by Texas PTA
- Performing the duties outlined in the bylaws, governing documents and those assigned by the president

Secretary

Purpose:

The secretary is responsible for keeping accurate records of the proceedings of the association.

Responsible for:

- Recording and maintaining the minutes of all meetings of the members and the executive board
- Sending, or cause to be sent, notices of meetings of the members and of the executive board
- Being responsible for correspondence; unless delegated to the Corresponding Secretary
- Collecting and preserving documents relating to the history of the association
- Presenting a written report to the association as the official history to be adopted at the annual meeting
- Maintaining a current copy of the bylaws

- Confirming the executive board has reviewed and the membership has adopted the Texas PTA Record Retention Policy annually
- Confirming that all executive board members have signed the Local PTA Ethics /Conflict of Interest Policy
- Confirming that all executive board members are graduates of Texas PTA Leader Orientation or have completed the course by October 15 after their election or appointment
- Filing with the Council PTA secretary the names of this Local PTA's delegates and alternates by the first regular Council PTA meeting and no later than October ; a Local PTA joining the Council PTA or making changes after October 1 shall submit any changes in writing prior to any regular meeting in order to be eligible to vote
- Submitting the names and contact information of all board members to the Texas PTA Office within 15 days of their election or appointment
- Maintaining the required documents of the association to include: Texas PTA Leader Orientation completion lists (including the dates each course was completed), records retention policy, adopted and signed ethics/conflict of interest policy, membership rosters (not to be released to outside interests), adopted plans of work, and completed student permission forms (if applicable)
- Not be a member of the financial reconciliation committee
- Assisting the president in determining a quorum and maintain a roll call record
- Maintaining the list of Executive Board member names and addresses
- Being an Admin of PT-Ave and inputting newly elected officers
- Being a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after election or appointment
- Attending any NE Council position related training
- Delivering to successor or the president all official materials within fifteen (15) days following the date on which the successor assumes duties
- Attending all meetings of the association
- Signing the ethics/conflict of interest policy, as adopted
- Abiding by the policies and procedures as set forth by Texas PTA
- Performing the duties outlined in the bylaws, governing documents and those assigned by the president

Treasurer

Purpose:

The Treasurer, as the authorized custodian of the funds of the association, receives all disbursements and disburses all monies indicated in the budget and prescribed in the Local and Council PTA bylaws or as authorized by action of the association.

Responsible for:

- Having custody of all Funds of the association
- Serving as Chair of the Budget and Finance Committee
- Presenting a written and verbal financial report at the executive board and association meetings; and as requested by the executive board and association
- Maintaining books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy.
- Making disbursements in accordance with the budget adopted by the association
- Being an authorized signer on the bank account/s
- Being authorized to sign tax documents, if the president is prohibited by terms of employment
- Presenting a preliminary annual report, i.e. budget to actual, at the last association meeting
- Maintaining updated signers on all PTSA's banking accounts

- Completing and signing all necessary tax documents
- Presenting books of account and records to the financial reconciliation committee
- All banking of the PTSA
- Keeping Records of EIN
- Maintaining a procedure book/ or soft copy of info
- Being a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after election or appointment;
- Delivering to successor or the president all official materials within fifteen (15) days following the date on which the successor assumes duties
- Attending all meetings of the association
- Signing the ethics/conflict of interest policy, as adopted
- Abiding by the policies and procedures as set forth by Texas PTA
- Performing the duties outlined in the bylaws, governing documents and those assigned by the president

Parliamentarian

Purpose:

The Parliamentarian advises the president and other officers, executive board members, and members of the PTSA on matters of parliamentary procedure. Parliamentarians serve as a consultant, especially in a meeting, where only the chair has the authority to rule on questions of order or to answer parliamentary inquiries.

Responsible for:

- Conferring with President prior to meetings about the agenda
- Bringing parliamentary resources to meetings
- Advising the presiding officer on questions of parliamentary procedure when asked
- Maintaining a position of impartiality
- Does not make motions, enter, debate or vote (vote only when ballot voting)
- Familiar with local PTSA's By-laws, standing rules and Robert's Rules of Order
- Being a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after election or appointment
- Attending any NE Council position related training
- Delivering to successor or the president all official materials within fifteen (15) days following the date on which the successor assumes duties
- Attending all meetings of the association
- Signing the ethics/conflict of interest policy, as adopted
- Abiding by the policies and procedures as set forth by Texas PTA
- Performing the duties outlined in the bylaws, governing documents and those assigned by the president