

Key Role- President

- Oversees and coordinates the work of an executive board to run a PTA effectively
- Presides at PTA board and association meetings
- Serves as the official contact, communicator, and representative of a PTA
- Designated as an authorized signer for PTA checks, contracts, and authorizations for payments
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTA leaders to connect families, school, and community to support student success

Key Role-Vice President

- Works as the primary aide to the president
- Helps lead a PTA towards specific goals consistent with PTA purpose and policies
- Performs president's duties in his or her absence
- Carries out other duties outlined in unit bylaws and standing rules or as assigned

Key Role- PTA Secretary

- Takes minutes at board and association meetings
- Co-signs formal papers with president: authorizations for payments, resolutions, and formal letters
- Handles PTA correspondence as directed by the president
- Maintains and preserves PTA records and important documents to pass on at the end of the term
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Key Role-Treasurer

- Maintains permanent records to track unit funds and financial transactions
- Chair budget committee and prepares annual budget for adoption by the association
- Pays all PTA bills as authorized by board or association
- Prepares reports for every board and association meetings and annual financial report
- Ensures taxes and reports required by PTA bylaws insurance or federal and state governments are completed and submitted by the due dates

Key Role- Auditor

- Audits the books and financial records of a PTA to determine their accuracy
- Presents written reports on audits to the board and the association for adoption
- Forwards copies of adopted audits to council/district PTA as indicated in unit bylaws