

## **Job Descriptions for PTA Board Elections:**

### **P.T.A. President:**

- Oversees and coordinates the work for 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 payment
- 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

### **P.T.A. Executive Vice President:**

- Works as the primary aide to the president
- Helps lead a PTA towards specific goals consistent with PTA purposes 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

### **P.T.A. Secretary**

- Takes minutes at board and association meetings
- Co-signs formal papers with president: authorization for payment, 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

### **P.T.A. Treasure**

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

### **P.T.A. Historian**

- Captures, assembles, and preserves record of activities and achievements of a PTA
- Collects volunteer hours for PTA meetings and events
- Completes and submits the PTA Unit-Annual Historian Report to council/district PTA
- Fills out Historian Summary Report and files copies as Historian records
- Displays or presents brief overview of PTA year at meetings near the end of the school year

### **P.T.A. 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