

SMITH PTSA BOARD OF OFFICERS

2015-16 Elected Positions

President (2); 1st VP Programs (2); 2nd VP Fundraising (2); 3rd VP Expenditures (1); 4th VP Communications (1); Secretary; Treasurer

Any elected position, may be held jointly by two (2) people. Each position holder shall be entitled to one voice and vote at Board Meetings.

All Executive Committee and Board of Directors members shall hold any one position for a maximum of two consecutive years.

The Board of Directors shall consist of the elected officers and at least five, but not more than 10, committee chairpersons/members-at-large and the Community Liaison - all of which are appointed. The school principal shall be an honorary member.

The individuals who serve on the board of a local PTSA unit or council (or any other nonprofit organization) have responsibilities different from, but complementary to, those of the board itself. The obligations of board service are considerable. They extend well beyond the basic expectations of attending meetings and participating in fund raising activities. When you become a board member, you are legally obligated to carry out your duties in a prudent and reasonable manner to preserve and protect the corporation.

If you, as a board member, fail to exercise prudent and reasonable caution and care, you leave yourself open to criticism from your peers and potentially to personal liability for financial losses resulting from mismanagement that occur during your term as a member of the board of directors.

Each PTSA officer should fully understand the duties of the office. This information can be found in the *Washington State PTA Uniform Bylaws*, unit/council standing rules and State PTA resource materials.

Included in the duties of the executive committee and committee chairs is reporting to the board of directors and to the membership. Have all reports prepared before the meeting and placed on the agenda by notifying the president that the report is prepared. Keep the report concise and informative; and be available to answer any questions. Many boards limit the length of time for oral reports, so be sure the report is kept within that time frame.

Upon assuming office, the officers are empowered to honor expenditures that have been provided for in the approved budget. All books, funds, and supplies belonging to the PTSA must be relinquished to the new officers by the retiring officers immediately upon leaving office (June 30).

Roles and Responsibilities

President

The president is the presiding officer and the official representative of the association. The president presides at all meetings and plans the meeting agenda ahead of time with the PTSA secretary, utilizing input from others. The president must remain impartial when serving as the presiding officer at meetings and be knowledgeable of basic parliamentary procedure. The president should become familiar with the objects of PTSA, the *Washington State PTA Uniform Bylaws*, and the local unit or council standing rules and be aware of and utilize PTA resources from the council, state, and National PTA.

The president has the responsibility of making appointments to positions and committees as designated in the local unit standing rules with the approval of the executive committee. It is important that the president delegate responsibility by empowering others and acknowledging their efforts. She/he should communicate regularly with officers and chairs and maintain visibility to the membership. The president serves as an ex-officio member of all committees except the nominating committee. She/he should participate in the planning and conducting of an orientation for the board of directors.

The president should ensure that, during the PTSA year, at least one elected officer attends PTSA and the Law, and the other elected officers attend at least one training, as required in the WSPTA Uniform Bylaws to remain in good standing. She/he should attend leadership training and education, and encourage other officers, chairs and members to attend.

It is the responsibility of the president to ensure that the local unit participates in the election of the region director. She/he should attend general council meetings with the other authorized delegates as well as region trainings.

The president should have a positive relationship with the principal and staff and encourage PTSA members to do the same. She/he should promote a positive image of PTSA within the community.

Approximate time commitment: 20 – 24 hours per month.

Vice President

“The vice president shall perform the duties of president in the absence or inability of that officer to serve, and shall assist the president when called upon. In case of a vacancy in the office of president, the first vice president or the vice presidents in their order shall temporarily assume the duties until the vacancy is filled.” *Washington State PTA Uniform Bylaws, Article 5, Section 7(c).*

1st VP Programs – After School Programs

This role involves planning and scheduling after school programs:

- Identifying and communicating with vendors to set dates/times for their programs (fall, winter and spring)
- Coordinating with office staff to work with teachers whom are willing to provide classroom access
- Coordinate independent contractor agreements and other paperwork related to registering and marketing

- Work with website volunteer to post flyers and announcements about registration.
- Advertise on bulletin boards at school (as needed)
- Help with online registration for Smith teachers who offer programs after school.
- Field and answer parent emails/questions
- Provide thank you cards/gift cards at the end of the year to the teachers who allow the use their classrooms

2nd VP Fundraising

The members of the fundraising role are responsible for planning and organizing the Fundraising activities to ensure that the revenue goals for school year are met. Ability to work with external vendors, regulatory agencies and school management is essential. Candidates should have an attention to detail and familiarity working with electronic spreadsheet tools. Duties vary depending on the event(s). Planning and organization usually starts in late summer.

Approximate time commitment: Most work is upfront, from July to October (8 – 30 hours per week), thereafter 3 hours per month.

3rd VP Expenditures

The Expenditures VP's primary responsibility is to complete the paperwork required to grant PTSA funds to the school or the district. This usually occurs for the purpose of paying a stipend for a teacher or teachers for programs such as choir, after school classes, student council, or safety patrol, but also to pay for field trips, Read Naturally, playground equipment, or Explore Art, among other requirements.

The Expenditures VP also communicates with teachers and staff to determine what tangible needs exist and helps ensure that PTSA money is spent on meeting these needs. For the past two years, this VP has also administrated the Spirit of Samantha Smith Fund, which helps distribute money to pay for a wide range of immediate needs, including teaching materials, training, equipment, supplies, etc.

Approximate time commitment: 4 hours per month.

4th VP Communications

This role involves working to enhance the communication between the PTSA, school and families. The VP works with the Board, room parent coordinator and Principal to determine the most effective way to get information out to teachers and parents. They are also responsible for submitting PTSA happenings to the Dolphin Byte, Smith PTSA's Facebook page, the Smith PTSA website and local newspapers.

Approximate time commitment: 10 hours per month.

Secretary

The secretary takes minutes and records all business transacted at each meeting (board and general membership) of the unit/council, and of the executive committee, making sure all minutes are complete. The secretary must prepare the minutes for approval at the next meeting.

Together with the president, the secretary should plan the meeting agenda and inform the president of any unfinished business at the meetings. The secretary also issues all “calls” or notices of meetings and conducts such correspondence as the board of directors or executive committee designates.

At meetings the secretary also takes attendance to determine if a quorum is present. In the event both the president and the vice president are absent, calls the meeting to order and asks for nominations for a chair pro-tem.

Approximate time commitment: 8 - 12 hours per month.

Treasurer

The treasurer is elected by the members to be the authorized custodian to manage the funds of the PTSA on behalf of the membership and the board of directors. The funds, as well as the books and record-keeping materials, are the property of the PTSA. The treasurer shall serve as an active participant on the board of directors and executive committee and attend all meetings of each body. The treasurer should serve as chair of the budget committee and present the budget to the board and membership.

The treasurer should read and understand all references to finances and membership service fees that can be found in the *WSPTA Uniform Bylaws*, the PTA’s standing rules, and State PTA materials.

The specific duties and responsibilities of the treasurer include:

- Assuring all PTSA funds are promptly deposited into one or more bank accounts where PTSA funds are maintained separate from funds of any other organization
- Keeping an accurate and very detailed account of all funds received and all funds disbursed
- Paying all authorized financial obligations of the PTSA, including membership service fees due to the council (if any) or the State PTA, in a timely manner
- Preparing and filing the appropriate federal tax forms (990N, 990EZ or 990) in a timely manner
- Preserving all receipts, invoices, bank statements, canceled checks, and other financial records as specified in the records retention timetable (page 12)
- Submitting a detailed, written monthly financial report at each meeting of the PTA membership and each meeting of the board of directors
- Submitting written reports by mail or email to the board during months when no meetings are held
- Developing and presenting, with support of the budget committee, the budget for the following year
- Submitting a final annual report prior to the end of the fiscal year
- Prior to delivering the books to the successor treasurer, submitting the current year’s records to a financial review committee

Approximate time commitment: More time committed from September to October (4 – 5 hours per week), thereafter 10 – 15 hours per month.