

## **Southeast Raleigh Magnet High School PTSA**

**Office:** President

**Description:** The president is elected by the members to direct the affairs of the association in cooperation with the other members of the executive board or, where applicable, executive committee, for a term of office specified by the unit/council bylaws.

**Duties:**

1. Use materials received from NCPTA and National PTA to help your board plan events and programs for an entire PTA year.
2. Call a meeting of incoming officers and committee chairs to ensure continuity of the programs and plan the year's work.
3. Meet with the principal and other school personnel to determine their concerns and ask for their cooperation with the unit's programs.
4. Consult with officers and chairs before each meeting to ensure that all items to be discussed are on the agenda. Determine meeting agendas, in cooperation with the secretary.
5. Conduct meetings of the local unit, executive board and/or committee.
6. Call the meeting to order at the designated time and if a quorum is present, proceed with the business.
7. Follow a written agenda.
8. Have a working knowledge of parliamentary procedure
9. Delegate to other officers and chairs, duties appropriate to their office/position.
10. Serve as an ex-officio member of all committees, if the bylaws provide, except the nominating committee.
11. Sign all contracts, orders, vouchers and/or checks, as provided by the bylaws.
12. Represent the PTSA at all times, but never give personal opinions on issues as the PTSA president unless the entire PTSA has voted to support that position.
13. Oversee the work of all officers and committee chairs to ensure that duties are being carried out. It is not the responsibility of the president to undertake the work of other officers and committees. Remind the officers or chairs of their responsibilities.
14. Make sure the treasurer had paid the membership dues by March 15 and filed any necessary ITS forms.
15. Be familiar with unit bylaws.
16. Prepare written report for each board meeting.
17. Attend training as needed.

## **Southeast Raleigh Magnet High School PTSA**

**Office:** 1<sup>st</sup> Vice President

**Description:** The 1<sup>st</sup> vice president shall act as aide to the president and shall perform the duties of the president in the absence or inability of that officer to serve.

**Duties:**

1. Be aware of the president's duties and responsibilities.
2. Preside at meetings in the absence of the president or upon the president's inability to serve.
3. Assume the duties of the president in the event of the president's resignation until the position is filled in accordance with the bylaws.
4. Act as an aide to the president and assume the specific duties assigned by the bylaws and/or president.
5. Solicit and screen volunteers for standing committee chair positions and present to Executive Board for consideration
6. Maintain recordkeeping system of student volunteer hours
7. Represent the president upon request.
8. Prepare written report for each board meeting.
9. Attend training as needed.

## **Southeast Raleigh Magnet High School PTSA**

**Office:** Vice President for Membership

**Description:** The vice president for membership shall act as aide to the president in the area of recruiting parent, teacher and student members and shall perform the duties of the president in the absence or inability of that officer or the 1<sup>st</sup> vice president to serve.

**Duties:**

1. Develop a marketing plan to recruit parent, teacher and student members
2. Revise and prepare membership application as needed.
3. Work collaboratively with treasurer to ensure that membership fees are collected and deposited in a timely and accurate manner.
4. Work collaboratively with the corresponding secretary to develop a membership database.
5. Plan membership drives and presentations for open houses and other school events.
6. Report membership data to NCPTA and National PTA in accordance with given deadlines.
7. Prepare written report for each board meeting.
8. Attend training as needed.

## **Southeast Raleigh Magnet High School PTSA**

**Office:** Vice President for Outreach

**Description:** The vice president for outreach shall act as aide to the president in the area of magnet status, magnet recruitment and public awareness and shall perform the duties of the president in the absence or inability of that officer or the 1<sup>st</sup> vice president to serve

**Duties:**

1. Inform media of PTSA-related events involving SRMHS
2. Stay abreast of the school system's magnet program initiatives
3. Work with administration to determine parent needs and initiate programs that address those needs
4. Prepare written report for each board meeting.
5. Attend training as needed.

## **Southeast Raleigh Magnet High School PTSA**

**Office:** Recording Secretary

**Description:** The recording secretary shall record the minutes of all meetings of the Southeast Raleigh High School PTA and of the executive board, have a copy of the bylaws and shall perform such other delegated duties as may be assigned.

**Duties:**

1. Record all business transacted at each meeting of the association, as well as meetings of the executive board/committee.
2. Has on hand, for reference at each meeting, a copy of the local bylaws and standing rules; the minutes of the previous meetings, including treasurer's reports; a list of committees and names of committee members.
3. Prepare in advance, with the president, a complete agenda of the meeting showing the order in which business should come before the group.
4. Distribute copies of the minutes of previous meetings.
5. Counts a rising vote when requested by the presiding officer.
6. Acts as custodian of all records, except those specifically assigned to others.
7. Maintain minutes in accordance with the following guidelines:
8. Include all action taken by the group, including the exact wording of every motion, the name of the member who made the motion and the action taken on the motion.
9. Ensure that minutes are kept in an official minute book or other acceptable electronic format.
10. Ensure that minutes of previous meetings should have the words "Approved" or "Approved as corrected", the date of approval, and the signature of the secretary written on them.
11. Minutes should include:
  - a. Type of meeting: regular, special, called, annual, executive board
  - b. Name of association
  - c. Date, place and time of meeting
  - d. Names of presiding officer and secretary
  - e. Quorum established
  - f. Statement regarding previous minutes (read, approved, corrected)
  - g. Reports of treasurer and other officers and committee chairs
  - h. All motions and points of order

- i. Program topic, method of presentation, names of participants and important points covered
- j. Time of adjournment

12. Attend training as needed.

## **Southeast Raleigh Magnet High School PTSA**

**Office:** Treasurer

**Description:** The treasurer, as the authorized custodian of the funds of the association, receives and disburses all money as prescribed in the local bylaws or authorized by action of the association.

**Duties:**

1. Be bonded.
2. Maintain a separate banking account for PTSA funds using the unit's Employer Identification Number (EIN).
3. Promptly record all monies received and checks issued.
4. Obtain two signatures on each check disbursed.
5. Use a voucher system for paying bills.
6. Work with the Executive Committee to prepare a budget for approval at the first meeting of the year.
7. Give up-to-date financial statements at all executive and unit meetings. File the statement with the secretary.
8. Send annual membership dues to the State PTA by November 15 and March 15.
9. Report to the State PTA, when requested, whether the local unit grossed under or over \$25,000 for the previous school year.
10. File state and national tax forms.
11. Arrange for an annual audit. An audit must always be conducted whenever the current term or office ends.
12. Deliver to the successor, unless the bylaws specify otherwise, all books, papers and correspondence pertaining to the office of treasurer, including the audited books, approved and paid bills, canceled checks, and outstanding bills.
13. Adhere to all standards and guidelines in State PTA Dollars and Sense Treasurer's Handbook.
14. Prepare written report for each executive board meeting.
15. Attend training as needed.

## **Southeast Raleigh Magnet High School PTSA**

**Office:** Corresponding Secretary

**Description:** The corresponding secretary will maintain the membership database of the Southeast Raleigh Magnet High School PTSA, handle all correspondence and shall perform such other delegated duties as may be assigned.

**Duties:**

1. Work collaboratively with the VP for Membership to develop a membership database
2. Send names, addresses and phone numbers of newly-elected president and treasurer to State PTA office as soon as they are elected.
3. Provide volunteer lists to standing committee chairs
4. Prepare correspondence on behalf of the association as needed.
5. Prepare written report for each board meeting.
6. Attend training as necessary.