

## **Sierra Elementary PTA Board Position Descriptions**

Sierra Elementary PTA board positions are typically one year terms. All board members are required to attend all board meetings which are held once a month and attend all general membership meetings. There are 4 general membership meetings in the school year.

### **President:**

- preside at all meetings of this local PTA and board of directors.
- serve as an ex-officio member of all committees except the nominating committee and the financial review/audit committee;
- coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted;
- perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors;
- appoint standing and special committee chairs with the approval of the board of directors, with the exception of the nominating and financial review/audit committees chairmen; and
- appoint special committees, as needed, with the approval of the board of directors.
- appoint the PTA liaison to the school's accountability committee, with the approval of the board of directors
- sign all contracts
- Any unfilled committee chair positions will be managed and completed by the president

### **Secretary:**

- record the minutes of all meetings of the Sierra PTA and board of directors;
- be prepared to read the records of any previous meetings;
- file and maintain all records in accordance with document retention requirements;
- have a current approved copy of the bylaws;
- maintain a current membership list; and
- perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the board of directors

### **Treasurer:**

- have custody of the funds of this local PTA/PTSA;
- Maintain a full account of the funds of this local PTA/PTSA;
- make disbursements as authorized by the president, the board of directors or the membership of this local PTA/PTSA in accordance with the budget adopted by this local PTA;
- be one of the signatories on all PTA accounts. Signers of PTA accounts cannot have disbursement authority over school/school district funds, nor shall two signatories reside in the same household or be related;
- cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Sierra PTA;
- provide a financial report to the board of directors and the membership at each meeting;
- provide an annual report of the financial condition of the association to the membership at the meeting following the financial review/audit;
- submit the books annually for a financial review/audit by an auditor or a financial review committee selected by the board of directors. A check signatory may not be the auditor or a member of the committee. The financial review must be completed within thirty (30) days of the close of the fiscal year. A report of the completed review will be presented to the board of directors for adoption at the first general board meeting following the completion of the review, and a copy will be submitted to the Colorado PTA; and
- perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the board of directors
- oversee the finance committee

### **VP of Membership:**

- Serve as aid to the president
- Coordinates all membership information at the beginning of each school year, collects membership forms and payments
- Files membership reports and payments with the Colorado State PTA
- Keep track of all memberships via a spreadsheet
- Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the board of directors

### **VP of Community Events:**

- serve as aide to the president
- coordinate and report all annual PTA sponsored events
- Coordinate fundraiser restaurant / spirit nights with local restaurants
- perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the board of directors

### **VP of Committees**

- Oversees the activities and works closely with committee chairs
- Responsible for filling committee chairs for PTA sponsored events (i.e. reflections chair, vision and hearing chair, directory chair, fundraiser chair, etc...)
- Recruits throughout the year for any additional volunteers for events
- Schedule and organize the Annual Teacher Holiday Breakfast