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.

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 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.

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