



PTA[®]

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EXECUTIVE BOARD MEMBERS

President *Position Description:* The president shall preside at all meetings of the association, the executive committee and the executive board at which the president may be present; shall perform such other duties as may be prescribed in the bylaws or assigned by the association or by the executive board; may appoint a parliamentarian or historian, with the approval of the executive board; and shall coordinate the work of the officers and committees of the associate in order that the Purposes may be promoted.

1st Vice President *Position Description:* The first vice-president shall act as an aide to the president and shall perform the duties of the president in the absence or disability of that officer to act. The first vice-president will assist the president in the planning of the fundraiser(s), Family Fun Night, and the Reflections Program.

2nd Vice President *Position Description:* The second vice-president shall act as an aide to the president and shall perform the duties of the president and first vice-president in the absence or disability of those officers to act. The second vice-president will assist the president in the planning of special events and family education programs.

Recording Secretary *Position Description:* The recording secretary shall record the minutes of all meetings of the association and of the executive committee and board and shall perform such other duties as may be delegated.

Treasurer *Position Description:* The treasurer shall have custody of all of the funds of the association; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the association. Three signatures should be kept on file at the bank, with two signatures required on all PTA checks. The treasurer shall present a financial statement at every meeting of the association and at other times when requested by the executive board and shall make a fill report at the annual meeting. The treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of Article XIII, Section 3 of the bylaws. The treasurer's accounts shall be examined annually by an auditor of an audit committee of not less than three members who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The audit committee shall be appointed by the executive board. The committee's report shall be given at the next regular meeting after the audit is completed.

All officers shall:

- Perform the duties prescribed in the bylaws and by the parliamentary authority adopted by this association.
- Deliver to their successors all officer material not later than ten days following the end of the school year.

Appointed Chair Positions

Angel Tree *Position description:* Coordinates Angel Tree service project by organizing wishes of underprivileged children as well as volunteers to help at the tree and collect gifts.

Angel Backpacks *Position description:* Compiles supplies for backpacks for needy children and coordinating distribution of supplies.

Box Tops/Tyson's *Position Description:* Coordinates the General Mills Box Top and Tyson Chicken campaigns designed to earn funds for our school. Arrange class rewards for reaching their goal.

Fundraising *Position Description:* Responsible for fundraising efforts used to support our association.

Hospitality *Position Description:* Plans receptions and events for teachers, students and others in order to represent the PTA. Organizes volunteers for such events.

Kids for Character *Position Description:* Represents PTA on Character Committee and reports to Board on activity. Assists the school in its quest to be recognizing as a National School of Character.

Legislation *Position Description:* Responsible for keeping an ongoing relationship with administration, teacher groups and other education related associations, communicating names, addresses and telephone numbers of mayor, city council, and legislators as needed, and cooperate with other community groups in carrying forward surveys, studies and public information programs that are vital to goals for the benefit of children.

Membership *Position Description:* Coordinates the membership process including processing all membership applications and payments, distribution of membership cards, and record keeping.

Newsletter *Position Description:* Compiles & sometimes creates newsletter articles to be submitted to the school newsletter that is distributed to Cypress Woods Families reporting student achievements, letters, calendar of activities, etc.

Reflections *Position Description:* Coordinates our “Reflections” program, which encourages all Cypress Woods children to complete a drawing, essay, musical composition, or photography entry into a county sponsored event. Organizes an evening banquet for participating students and their families. Coordinates volunteers to judge entries at banquet.

SAC Representative *Position Description:* Represents the PTA on School Advisory Council and reports to the Board on activity. Assists the school in goals for School Improvement Plan.

Special Events *Position Description:* Plans and coordinates volunteers for two Parent/Child Dances.

T-Shirts *Position Description:* Help to coordinate sales and distribution of School Spirit apparel.

Website *Position Description:* Creates and maintains PTA website. Communicates with Board Members so that website is up to date and accurate.

Yearbook *Position Description:* Designs and compiles our yearbook by working with the vendor to provide the necessary pictures to produce the yearbook. Also is responsible for the ordering and distribution of yearbooks.

All Committee Chairs:

- The term of each chair shall be one year and/or until the election and qualification of a successor.
- The chair of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.
- The president shall be a member ex-officio of all committees except the nominating committee.