

Vice President

The vice president may be called upon at any time to assume temporarily the place of the president; therefore, he or she should study the president's duties and responsibilities and be familiar with the work of the association. In the event of the president's resignation, the vice president assumes all duties until the president's position is filled in accordance with the bylaws.

The vice president is responsible for:

- Performing specific duties as provided for in the bylaws,
- Assuming responsibility for duties designated by the president, and
- Representing the president in her/his absence or upon request.

Secretary

The secretary is responsible for keeping an accurate record of the proceedings of association meetings. These records are the history of the PTA. Promptness, accuracy, and knowledge of PTA policies are key to this job. The secretary should be committed to helping the president conduct a businesslike meeting.

The secretary is responsible for:

- Recording minutes of PTA meetings, with special attention given motions (recorded exactly as stated) and action taken,
- Keeping secure official, permanent PTA records, including all originals of approved minutes, and
- Maintaining a copy of current bylaws, standing rules, and a membership list.

The secretary also may be given the responsibility for maintaining all PTA correspondence, including incoming and outgoing communications with members and notifications for all meetings. It is common for a local unit to designate these responsibilities to a corresponding secretary.

The secretary should have these items on hand at all meetings:

- Minutes of the previous meeting
- Copies of the previous treasurer's report
- List of unfinished business to be discussed
- Agenda
- Current bylaws and standing rules
- Current membership list
- List of committee chairs
- Materials for note/minute taking

Treasurer

The incoming treasurer should discuss with the former treasurer the status of current fundraising activities, what money is available to be spent versus what is owed, and the bylaws as they relate to the treasurer's responsibilities.

The treasurer is responsible for:

- Ensuring that the PTA's financial records are reviewed according to the bylaws before assuming duties,
- Having three authorized signatures on file at the bank for financial transactions including those of the president, treasurer, and one other officer as an alternate (no two check signers should be from the same household),
- Obtaining two authorized signatures on every check,
- Collecting all money from persons delegated to collect or to raise funds during a local unit activity and providing a written receipt for those funds,
- Depositing all money in the name of the local unit in a bank account approved by the board,
- Maintaining an accurate record of all receipts and disbursements,
- Obtaining authorization from the board before writing a check or spending money,
- Remitting, by check, all authorized bills and statements as prescribed in the bylaws,
- Submitting a written financial statement at each board meeting and at each general membership meeting,
- Chairing the Budget Committee and preparing the annual budget as prescribed in bylaws,
- Reporting income and expenses as compared with budget, and
- Preparing an annual report to be used to review PTA financial records.

Duties of Every PTA Officer

- Become familiar with the PTA Quick-Reference Guides which are mailed to PTA presidents. The PTA Quick-Reference Guides are also available in the Leadership Resources section of the National PTA website at www.pta.org

The Username and Password on your PTA membership card are required to access the PTA Quick-Reference Guides online.

- Become familiar with information and resources on the National PTA website (www.pta.org) and the Maryland PTA website (www.MDpta.org). Maryland PTA materials may be reprinted for PTA use. National PTA materials may be reprinted for PTA use UNLESS the material indicates that permission is required. To get permission to reprint, follow the instructions on the material. Credit the source whenever you reprint Maryland PTA or National PTA materials.
- Protect members' privacy by allowing NO distribution of membership lists to outside interests
- Perform duties as indicated in bylaws, policies or standing rules
- Study materials distributed by the PTA
- Attend meetings
- Make reports promptly
- Answer correspondence promptly and keep correspondence files. Copy others as appropriate.
- Maintain a procedure book. A procedure book, which can be a 3-ring binder, should contain a record of work done and other helpful information, such as:

Bylaws
Budget
Calendar
Contact information for board
Contact information for resource people and organizations
Job description
Agendas, minutes and reports
Newsletters
Correspondence
Any other information important to the position

- Transmit procedure book, records, reports, and other materials promptly to successor
- Be aware of the retention requirements for PTA records. An example of a Records Retention Schedule can be found in the PTA Money Matters Quick-Reference Guide.
- Return to the treasurer, without delay, any funds pertaining to the position

- Take advantage of opportunities to train for PTA leadership:

Attend Maryland PTA Convention. For information, go to:

www.mdpta.org

Attend National PTA Convention. For information, go to:

http://www.pta.org/ne_conference_details_1116942630843.html

Attend National PTA Legislative Conference. For information, go to:

http://www.pta.org/ne_conference_details_1117134273468.html

Take advantage of PTA E-Learning opportunities:

http://www.pta.org/local_leadership_program_1117205733828.html

- In cases where there are co-officers, only one person shall be designated as the official contact person for Maryland PTA and National PTA, and only one set of materials will be mailed to the person so named.

Maryland PTA will send e-mail to all co-officers if e-mail addresses are provided to Maryland PTA.

Duties of the President

In addition to the duties of every officer, the duties of the President are:

- Determine the agenda for meetings of the board and the general membership
- Preside at meetings of the board and the general membership and follow the accepted order of business
- Call the meeting to order at the designated time and, if a quorum is present, proceed with the business
- Maintain a fair and impartial position at all times and encourage members to participate
- Take no part in any discussion while president, refrain from expressing a personal opinion, and avoid personal bias when giving information to the association
- Refer to self impersonally as “the chair”
- Decide all parliamentary questions
- State each motion clearly after it has been seconded before allowing discussion
- Declare the result of every vote taken
- Call upon the vice president to preside when wishing to speak to a motion (until after vote is taken)
- May vote when voting is by ballot. In other cases, may cast a vote to create or break a tie
- Call upon each chair to prepare a plan of work to be approved by the board
- Delegate duties to the vice president as appropriate
- Serve ex officio on all committees, if the bylaws so provide
- Consult with officers and chairs before meetings to ensure the details of the meeting are ready as planned
- Sign all contracts for the PTA
- Represent the PTA at meetings of affiliated organizations
- Ensure that records of the PTA are retained according to the retention period recommended in the PTA Money Matters Quick-Reference Guide, or as established by your PTA
- Review bank statement monthly – it should be mailed to the President. Then send it to the Treasurer to reconcile the account(s).
- Ensure that a Treasurer’s Report is presented at every meeting of the board and general membership whether the Treasurer is present at the meeting or not.
- Ensure that a budget is prepared by the board and approved by the general membership. Refer to the PTA Money Matters Quick-Reference Guide.
- Ensure that an audit is performed and presented to the general membership annually. Refer to the PTA Money Matters Quick-Reference Guide.
- In conjunction with the Treasurer, submit Form 990 and Schedule A to the IRS, if required. Refer to the PTA Money Matters Quick-Reference Guide.
- Ensure that the PTA carries adequate bonding and liability insurance.
- Ensure that state and national dues are remitted monthly to Maryland PTA for memberships sold each month.
- Ensure that fundraising guidelines in the PTA Money Matters Quick-Reference Guide are followed and observe the PTA 3:1 rule of three programs for children, parents or families for every fundraiser.
- Express appreciation for work well done and for program participation.
- Send Officer Form to Maryland PTA by May 31 every year – even if officers stay the same!

Duties of the President-Elect or Vice President

In addition to the duties of every officer, the duties of the Vice President are:

- Preside at meetings in the absence of the president or upon the president's inability to serve
- Assume the duties of the president in the event of a vacancy until the position is filled in accordance with the bylaws
- Act as an aide to the president and assume responsibilities for duties assigned by the president
- Perform any other specific duties that may be provided for in the bylaws
- Represent the president upon request

Duties of the Treasurer

In addition to the duties of every officer, the duties of the Treasurer are:

- Study carefully all references to dues and finances as outlined in the PTA Money Matters Quick-Reference Guide and in your PTA bylaws.
- Do not touch the previous Treasurer's books until they have been audited or reviewed.
- Chair the Budget Committee
- Keep accurate and detailed account in the treasurer's permanent book of all money received and paid out.
- Bank statements should be sent from the bank to the President. The President should review them, then send them to the Treasurer to reconcile the accounts.
- Submit written statement of regular meetings of the board and the general membership, including total balance on hand at the beginning of the period covered by the report, the separate amounts credited to various funds; receipts; disbursements; balance on hand in each fund; and the total balance on hand at the date of the report. The Treasurer's Report must be submitted at every meeting whether you are present for the meeting or not.
- Receive all money for all accounts.
- Deposit all money in the bank in the name of: PTA Name, treasurer's name, Treasurer. PTA funds shall NOT be deposited in the personal account of the treasurer or any other member.
- Pay all bills by check with appropriate back-up documentation such as receipt or purchase request. NEVER sign a blank check.
- Provide receipts to donors for contributions to the PTA as required by the IRS. Refer to the PTA Money Matters Quick-Reference Guide.
- Keep the record of the membership dues and payments made to Maryland PTA for state and national dues
- Forward to the Maryland PTA all money that belongs to the state and National PTAs, using the Dues Remittal Form as required by Maryland PTA.
- Cooperate with the membership chair and the secretary in keeping an accurate list of members.
- Prepare an audit report and work with the auditor or audit committee to perform the annual audit. Refer to the PTA Money Matters Quick-Reference Guide.
- Deliver to successor, unless the PTA has otherwise ordered, all books, papers, and correspondence pertaining to the office of treasurer, including the audited books, approved and paid bills, canceled checks, and procedures.
- File Form 990-EZ and Schedule A with the IRS, if required to do so, by the 15th day of the 5th month after the close of the PTA's fiscal year. For example, if the PTA's fiscal year-end is June 30, the form is due on November 15. Refer to the PTA Money Matters Quick-Reference Guide.

Duties of the Secretary

In addition to the duties of every officer, the duties of the Secretary are:

- Maintain an accurate record of PTA membership as received from the membership chair or committee
- Record all business transacted at each meeting of the board and general membership and present the minutes for approval at the next meeting. Remember – if it's not in the minutes, it didn't happen!

- Have on hand for reference at each meeting, a copy of the PTA's bylaws and standing rules; the agenda; the minutes of previous meetings, including treasurer's reports; a list of committees, including names of members of committees; and a list of the membership
- Read or distribute copies of the minutes of any previous meeting upon request
- Call the meeting to order in the absence of the president and vice president, unless the bylaws specify otherwise, and preside until a chair pro tempore is elected
- Act as custodian of all records, except those specifically assigned to others, and promptly deliver all records to successor.
- According to the IRS, minutes need to be treated as a permanent file and kept forever.