**Descriptions of Parent-Teacher Association (PTA) Executive Board Positions**

**President or Co-Presidents:** The president shall preside at all meetings of the PTA and shall be an ex-officio member of all committees except the Nominating Committee. The President shall appoint chairpersons of PTA committees with the approval of the Executive Board. The President shall delegate responsibilities to the other PTA members and shall encourage meaningful participation in all parent and school activities. The President shall attend all regular meetings and the Presidents’ Council and shall be a mandatory member of the School Leadership Team (SLT). In the event that the association elects co-presidents, the co-presidents must decide who will serve as the presidents’ council member and who will serve as the mandatory member of the school leadership team, and inform the general membership. The President shall meet regularly with the Executive Board members in accordance with the PTA by-laws to plan the agendas for the general membership meetings. The President shall be one of the eligible signatories on checks. The President shall attend Office for Family Engagement and Advocacy (FACE) professional development seminars relating to PTA leadership. The President shall assist with the June transfer of PTA records to the incoming Executive Board.

**Treasurer:** The treasurer shall be responsible for all financial affairs and funds of the PTA. The Treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The Treasurer shall adhere to and implement all financial procedures established by the PTA. The Treasurer shall be prepared to present and provide copies of financial reports at all PTA meetings. The Treasurer shall also prepare and provide copies of the interim and annual financial reports. The Treasurer shall make available all books or financial records for viewing by members upon request and for audit. The Treasurer shall attend FACE professional development seminars relating to financial affairs. The Treasurer shall assist with the June transfer of all PTA records to the incoming Executive Board.

**Recording Secretary:** The Recording Secretary shall maintain the official record of the proceedings and actions of all PTA meetings. This shall include notices, agendas, sign-in sheets, and material distributed. The Recording Secretary shall prepare minutes of each association meeting in time for review and adoption at the next appropriate meeting and shall make minutes available upon request. The Recording Secretary shall maintain custody of the books and reports pertaining to the PTA, except those of the Treasurer. The Recording Secretary shall maintain a log of all amendments to the by-laws and shall ensure that a copy of each is on file in the principal’s office.

**Corresponding Secretary or Co-Corresponding Secretaries:** The Corresponding Secretary shall be responsible for preparing responses or correspondence at the request of the president. The Corresponding Secretary shall be responsible for preparing and distributing notices of all association meetings. The Corresponding Secretary shall be responsible for ensuring the correct titles of officers and correct addresses for the annual Brotherhood Tea invitations and the correct addresses for the annual Staff Appreciation Luncheon. The Corresponding Secretary will be responsible for sending invitations and coordinating responses for these events.