

STEM PTSA 2.8.###

Executive Committee Descriptions

President(s)

- The President leads Executive Officer team (VPs, Treasurer, Secretary) to oversees completion of Executive Team Tasks and Reminders.
- The President presides at all General Membership, Board, and Executive Committee meetings and plans the meeting agenda ahead of time with the PTSA secretary, utilizing input from others. Note there are several required General Membership meetings per year:
 - beginning of year to approve Standing Rules for the year
 - January to elect Nominating Committee
 - March/April to elect next year's officers
 - end of May or June to vote on following year's budget. President may hold additional General Membership meetings or Board of Directors meetings.
- The President must maintain impartiality when serving as the presiding officer at meetings and be knowledgeable of basic parliamentary procedure.
- The President should have a positive relationship with the principal and staff and encourage PTA members to do the same and should promote a positive image of PTA within the community.
- The President should become familiar with the objectives of PTA, the Washington State PTA Uniform Bylaws, and the Lake Washington PTSA Council Standing Rules and be aware of and utilize PTA resources from the council, State PTA, and National PTA.
- The President has the responsibility of making appointments to positions and committees as designated in the local unit standing rules with the approval of the executive committee.
- The President should also make sure the names and contact information for officers are entered via WSPTA's online membership enrollment program or sent to the State PTA office when they are elected in the spring. The President makes sure that all officers, chairs, and committee members are current PTA members. The President serves as an ex-officio member of all committees except the nominating committee.
- It is important that the President is aware of required deadlines for: the payment of membership service fees, registration for workshops and conferences, application for awards, and submittals for recommendations, as well as annual corporation report, charitable solicitations registration, insurance renewal, and Federal tax filing.
- The President Compiles PTSA Calendar of Events, referring to previous year's calendar for types of events and approximate timing, coordinating events within district calendar to avoid schedule conflicts with district events, band, orchestra, and choral events, school-sponsored events, and where possible, athletic events.
- The President will complete training as specified in the WSPTA Bylaws **by the end of November of the current term.**
- The President attends monthly LWSD PTSA Council meetings or arranges for proxy.

Vice-President(s)

- The Vice President shall perform the duties of president in the absence or inability of that officer to serve, and shall assist the president when called upon. In case of a vacancy in the office of president, the first vice president or the vice presidents in their order shall temporarily assume the duties until the vacancy is filled.
- Oversees PTSA committees by acting as resource for committee chairpeople. Note that Committee Chairs operate much more independently at high-school than is the case for committee chairs at elementary and junior high schools, so oversight time is significantly less than at elementary PTA level.
- Compiles and maintains list of volunteers from submitted volunteer forms, and provides current committee-specific volunteer lists to committee chair people.
- The Vice-President will complete training as specified in the WSPTA Bylaws by the end of November of the current term.

Secretary

- The Secretary organizes the publicity for the PTSA meetings and records the minutes. She or he may perform other duties to assist the President.
- Before each PTSA meeting, the Secretary:
 - Notifies the PTSA board of the meeting
 - Along with the President, compiles the meeting agenda
 - Compiles PTSA committee reports
 - Forwards the agenda and committee reports to the board, weekly e-newsletter, website and school reader board.
 - Prints copies of the agenda and committee reports for the PTSA meeting
- At the PTSA meeting, the Secretary takes minutes.
- Following the PTSA meeting, the Secretary forwards draft minutes to the board for review, then sends them to the weekly e-newsletter and website for posting.
- The Secretary will complete training as specified in the WSPTA Bylaws by the end of November of the current term

Treasurer

- Generate checks and coordinate signatures for reimbursements and other expenditures.
- Make banking deposits as needed; deposits typically include membership fees and donations.
- Generate Restricted Donation letters to school district (see samples in Grants notebook).
- Prepare monthly Treasurer's report for PTSA Board of Directors and general membership meetings.
- Prepare for twice-yearly internal financial review, cooperating with Financial Review committee to prepare documents and be available to answer questions by phone during Financial Reviews in July and January.
- Attends STEM PTSA General Membership and/or Board meetings.
- The Treasurer will complete training as specified in the WSPTA Bylaws by the end of November of the current term.