

Duties of Wantagh SEPTA Officers - (2022-2023)

Co-Presidents:

1. Have general charge and supervision of the business and affairs of the association and perform the duties usually incident to the office of president for a not-for-profit association, chartered by the New York State PTA and organized under the laws of New York State.
2. Sign and execute all contracts, agreements, or other obligations in the name of the association.
3. When present, preside at all meetings of the association, the executive board, and the executive committee.
4. Be a member ex officio of all committees except of the nominating committee or the audit committee. The president may not be an ex officio, elected or appointed member of these two committees.
5. In cooperation with the executive committee, appoint the committee chair-people including all special committee chair-people, except those for which other provision is made, and fill vacancies in chair-people of all committees, except those for which other provision is made.
6. Coordinate the work of the officers and committees of the association in order that the purposes may be promoted.
7. Keep a current copy of the association's state approved bylaws.
8. The co-presidents shall determine the specific duties of each with the approval of the executive committee.

1st Vice President:

1. Act as aide to the presidents.
2. Perform the duties of the Co-Presidents in the absence or inability of the Co-Presidents to act.
3. Liaison between the Co-Presidents and committee chairpersons. Compile committee directory beginning in late May with distribution of sign-up sheets and continuing through September.

Vice President (VP of Programming):

1. Plan and coordinate speakers and other seminars/workshops for general membership meetings.
2. Coordinate with the district to ensure proper set up and technology available for all monthly meetings. Responsible for overseeing and printing all necessary handouts for meetings.

Vice Presidents (VPs of Ways and Means) - two positions:

1. Plan and execute approximately 4-5 fundraisers per year.
2. Coordinate and oversee committees for each fundraising event.
3. Complete a fundraising report and submit to the treasurer and Co-Presidents within 2 weeks of the completion of the event.

Vice President (Activity Nights/Family Fun Days):

1. Plan and execute 2 "Family Fun" day events.
2. Oversee and plan any additional activity nights for children of SEPTA members.

Vice President (VP of Membership):

1. SEPTA Membership Chairperson.
2. Prepare and distribute membership letter/flyer.
3. Collect membership dues, record and distribute issued PTA cards, and give deposits to treasurer.
4. Send membership dues to Albany on due dates and keep records of all forms sent.
5. Finalize in March with Region Membership Chair and Albany on number of memberships sold and returned.

Vice President (VP of Legislation and Advocacy)

1. Responsible for keeping up to date and informing membership about changes in legislation, rules, regulations or mandates effecting our children.
2. Maintain current contact information for all elected representatives in our area.
3. When necessary organize and oversee letter writing campaigns and take action on NYS or National PTA legislative action alerts.

Recording Secretary:

1. Record and maintain a permanent file of the minutes of all meetings of the association, executive board, and the executive committee.
2. Send the names and addresses of elected officers to the district immediately following their election.
3. Maintain a permanent file of the committee reports, membership lists and records pertaining to the work of the association.
4. Keep a current copy of the association's state-approved bylaws.

Corresponding Secretary:

1. Conduct the correspondence of the association under the direction of the Co-Presidents.
2. Maintain a file of all correspondence pertaining to the work of the unit.
3. Send notices of meetings as required.
4. Manage all social media and email accounts.

Treasurer:

1. Have custody of all of the funds of the association.
2. Keep a full and accurate account of receipts and expenditures.
3. Make disbursements as authorized by the Co-Presidents, executive board or association in accordance with the budget adopted by the association.
4. Issue written receipts for donations of \$75 or more, indicating the portion of the donation exceeding the value of the goods or services received that is deductible.
5. Serve as chair of the budget committee to prepare a budget for submission to the executive board for review and to the association for adoption.
6. Present a financial statement at every meeting of the association and at other times when requested by the executive board.
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8. Present a complete annual report at the annual meeting of the association.
9. Be responsible for the maintenance of such books of accounts and records as conform to the requirements of Article V, Section 6.
10. Keep the records of the National PTA and the New York State PTA portions of the dues separate from the portion of the association, in accordance with Article V, Section 6.

11. Pay the National PTA and the New York State PTA portions of the dues to the New York State PTA in accordance with Article VI, Section 6.
12. Pay to New York State PTA the fee for the liability insurance and fidelity bond provided the association through the New York State PTA.
13. Submit all financial records in accordance with Article XII, Section 8 to the audit committee or a professional auditor who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
14. File all forms required by the Internal Revenue Service and New York State agencies.
15. Pay the annual PTA council dues to the Wantagh Council of PTAs Council of Parent Teacher Associations.

PTA Council Rep shall:

1. Represent Wantagh SEPTA at all meetings of the PTA Council and report back to the Executive Board.

Other volunteer positions:

Wantagh SEPTA would like to have at least one SEPTA Representative in each of the Wantagh Schools.

A SEPTA Rep shall:

- Be/become a SEPTA Member
- Attend a minimum of (4) SEPTA general meetings per school year
- Report SEPTA news at local PTA meetings (A SEPTA EB member will provide monthly highlights)
- Help promote SEPTA and SEPTA events
- Report to SEPTA any issues/concerns within their school community regarding Special Education
- Be knowledgeable about what SEPTA offers, the SEPTA website, and resources for parents (upcoming speakers, programming, etc.)

Ask your school's PTA about becoming a SEPTA Rep or email wantaghsepta@yahoo.com for more information.