

## **Elected 2-year Term Positions as nominated by the Nominating Committee**

### **Co-Presidents:**

- Supervise the business and affairs of the unit and perform the duties usually incident to the Office of the President of a not-for-profit organization chartered by the New York State PTA and organized under the laws of New York State.
- Have fiduciary responsibility for Unit.
- Sign and execute all contracts, agreements or other obligations in the name of the Units.
- Preside at all meetings of the Unit, the Executive Board and the Executive Committee.
- Be a member ex-officio of all committees, except the Nominating Committee.
- Approve the appointment of committee chairpersons, recommended by VP 1&2, in cooperation with the Executive Committee.
- Coordinate the work of the officers and committees of the Unit in order that our PTA objectives may be promoted.
- Keep a current copy of the Unit's state-approved by-laws.
- Appoint a parliamentarian subject to the approval of the Executive Committee.
- Attend monthly Superintendent's Meetings.
- Attend monthly BOE Meetings.
- Works with Principal, Assistant Principal, Staff and Executive PTA Board regarding school community wants and needs.
- Collectively the CoPresidents have one vote, unless there is a tie.
- If a CoPresident resigns, a new CoPresident is not elected or appointed and the remaining CoPresident finishes the year as President.

### **1st Vice President:**

Perform the duties of the Co-President in the absence or the inability of the co-President to act.

### **1st & 2nd Vice President:**

- Legislation chairpersons.
- Liaisons between the Co-Presidents and committee chairpersons.
- Compile PTA Committee Directory beginning in late April with distribution of committee sign-up sheets and continuing through September.
- Provide all needed materials and information to new committee chairs.
- Send all communications and reminders to Committee Chairs.
- Collect and maintain archive of all committee reports.

### **3rd & 4th Vice Presidents:**

- Plan and execute grade-level activity nights
- Plan and execute all enrichment programs and assemblies.
- Identify and coordinate family events to bring the school community together

### **5th & 6th Vice Presidents:**

- PTA Membership Chairpersons - Prepare and distribute Membership letter to Class Messengers, Board of Ed., Administration and Staff.
- Collect Membership dues record give deposits to Treasurer.
- Ensure Membership dues are paid to NY State monthly through MemberHub.
- Remind PTA about Membership Drive and when Membership drive is over.
- Check Committee Chairpersons, Class Parents and Field Day volunteers against paid Membership for the school year.
- Coordinate all activities and sales on the MemberHub site. Provide updates to the Treasurer on payments and accounts monthly.

**Recording Secretary:**

- Record the minutes of all meetings of the Unit and Executive Board.
- Send the names and addresses of elected officers to the district immediately following their election.
- Maintain a permanent file of the minutes, committee reports and any records pertaining to the Unit.
- Keep a copy of the state-approved by-laws.
- Acts as custodian of all records.
- Signs minutes and keeps on hand for seven years before archiving.
- Conducts counts of any votes that take place at PTA meeting.

**Corresponding Secretary:**

- Conduct the correspondence of the Unit under the direction of the Co-Presidents.
- Maintain a file of all correspondence pertaining to the Unit. This includes sending sympathy and congratulation cards to the staff and PTA members and reading and posting thank you notes.
- Send reminder notices each month for PTA meeting. At least one week prior to the meeting.
- Prepare the agenda for monthly PTA meeting.
- Maintain attendance sheets and name tags for PTA meetings
- Maintain PTA bulletin board in school.
- Distribute updated copies of Messenger List and Class Count list from main office

**Treasurer:**

- Have custody of all funds of the Unit.
- Keep a full and accurate account of all the receipts and expenditures.
- Make disbursements as authorized by the Co-Presidents in accordance with the budget adopted by the Unit.
- Reviews monthly bank statements, prepares monthly financial reports, and budget to actuals report for the PTA Board and General Membership meetings.
- Makes all deposits as needed to the bank and records all deposits from MemberHub.
- Maintains Quickbook Accounts.
- Issue written receipts for donations of \$75.00 or more, indicating the portion of the donation that exceeds the value of the goods and services that is deductible.
- Chairperson of the budget committee, that prepares a budget for submission to the Executive Board for review and to the Unit for adoption.
- Prepare financial records for Auditor.
- Files financial forms (1099s, tax returns, etc.)

**Delegates (2):**

- Attend all PTA Council Meetings (6 per year).
- Attend monthly BOE Meetings with the CoPresidents
- Coordinate all Blood Drive activities on behalf of PTA.
- Report to Executive Board activities of other PTAs and Groups within the district.
- Coordinate fundraising event for PTA Council as representative for Wantagh Elementary

## **Appointed Positions**

### **Parliamentarian (1 or 2 year term, appointed by CoPresidents with approval by PTA Board):**

- The Parliamentarian is an authority in procedures for conducting meetings. A parliamentarian is not an officer and appointed by the CoPresidents.
- Knowledge of Robert's Rules of Order Newly Revised is necessary and is to be followed according to the bylaws.
- Serve as member of ByLaw Review Committee as needed.
- Monitors social media posts for the PTA.
- The Parliamentarian has a voice, but no vote and Executive Board Meetings.

### **Volunteer Coordinator (1 or 2 year term, appointed by PTA Board):**

- Serve as member of Room Rep committee
- Lead and coordinate Class Parent Meeting
- Share all necessary communication, reminders and materials to Class Parents
- Coordinate hosts for PTA Monthly Meetings
- Assist Class Parents in recruitment of volunteers for events
- Collaborate with PTA board, Committee Chairs, teachers and administrators to identify how parents can be more involved in the school
- Liaison between PTA Board and 5<sup>th</sup> Grade Overalls