

**President (second year of 3 year commitment):**

- Leads monthly executive board meetings, bi-monthly general board meetings and all general PTA membership meetings.
- Serves as PTA representative to School Leadership Team (SLT).
- Maintains parliamentary procedures for voting.
- Signs checks and contracts; one of three Exec Board members authorized to sign PTA checks.
- Sets PTA budget with Principal and incoming and outgoing Treasurers.
- Meets with principal to determine PTA calendar.
- Deals with issues pertaining to PTA business only. All curriculum, safety, CMS issues get forwarded to the Principal and SLT chair.
- Ensures PTA follows by-laws.
- Writes letters as needed for communications. Speaks at assemblies and events as needed (Beginners Day, Back to School night, etc.)
- Trains President-Elect.

**President Elect (first year of 3 year commitment):**

- This is NOT a separate position, but shall be one of the Vice Presidents/Secretary/Treasurer, to be designated by Nominating Committee prior to start of the year.
- Assumes president role the following year.
- Steps into President position if President resigns.
- Meets with principal and President-Elect to determine PTA calendar.
- Convenes Nominating Committee in spring; leads all activities and communications as stated in NCPTA by-laws.
- One of three Exec Board members authorized to sign PTA checks.

**Past President (last year of 3 year commitment):**

- Participates in monthly executive board meetings, bi-monthly general board meetings and all general PTA membership meetings.

**Secretary (1 year commitment):**

- Takes minutes at all monthly executive board meetings, bi-monthly general board meetings and all general PTA membership meetings. File appropriately.
- Requests approval of all minutes at subsequent meeting. Distribute/post approved minutes as appropriate.
- Maintains files of approved minutes as required by NC PTA.
- Maintains approved by-laws.
- Tracks PTA Membership (requests dues, tracks members, submits dues to local and state PTAs).
- Coordinates contents of Back to School folder and manage production (summer).
- Organizes and inventories Parent Room (in August); maintains cleanliness of Parent Room (monthly).
- Organizes volunteers for special needs not covered by other committees (kindergarten lunch helpers and car pool volunteers in first weeks of school).
- Maintains contact lists of committee chairs.
- Keeps school calendar updated throughout the year.
- Distributes information to committees from school administration as needed.
- Willingness to serve as President elect in the current year.
- Chairs Advocacy Committee as stated in NCPTA by-laws.

**VP of Fundraising (1 year commitment):**

- Provides support, assistance and oversight to Fundraising Committees.
- Monitors budgets of Fundraising Committees.
- Reviews all communications from Fundraising Committees.
- Manages corporate matching gift donations.
- Understands check request procedures and proper handling of collections and deposits, and helps ensure these procedures are followed by Fundraising Committees.
- Participates in monthly executive board meetings, bi-monthly general board meetings and all general PTA membership meetings.
- Keeps detailed records of job to pass down to next year's representative.

- Willingness to serve as President elect in the current year.
- Chairs Audit Committee as stated in NCPTA by-laws.

**VP of Marketing & Communications (1 year commitment):**

- Provides support, assistance and oversight to Marketing & Communications Committees.
- Monitors budgets of M&C Committees.
- Understands check request procedures and helps ensure these procedures are followed by M&C Committees.
- Provides communication and instruction to all committee chairs on proper procedures for approval and submission of communications.
- Reviews and approves all PTA communications from all committees (newsletters, emails, web postings, printed flyers, etc.).
- Participates in monthly executive board meetings, bi-monthly general board meetings and all general PTA membership meetings.
- Handles all media inquires regarding PTA events, programs or activities.
- Owns all PTA branding and logos that are not CMS controlled.
- Keeps detailed records of job to pass down to next year's representative.
- Willingness to serve as President elect in the current year.

**VP of Parent & Student Support (1 year commitment):**

- Provides support, assistance and oversight to Parent & Student Support Committees.
- Monitors budgets of P&SS Committees.
- Reviews all communications from P&SS Committees.
- Understands check request procedures and helps ensure these procedures are followed by P&SS Committees.
- Participates in monthly executive board meetings, bi-monthly general board meetings and all general PTA membership meetings.
- Keeps detailed records of job to pass down to next year's representative.
- Willingness to serve as President elect in the current year.

**VP of Staff Support (1 year commitment):**

- Provides support, assistance and oversight to Staff Support Committees.
- Monitors budgets of Staff Support Committees.
- Reviews all communications from Staff Support Committees.
- Understands check request procedures and helps ensure these procedures are followed by Staff Support Committees.
- Participates in monthly executive board meetings, bi-monthly general board meetings and all general PTA membership meetings.
- Keeps detailed records of job to pass down to next year's representative.
- Willingness to serve as President elect in the current year.

**Treasurer (last year of 2 year commitment):**

- Participates in monthly executive board meetings, bi-monthly general board meetings and all general PTA membership meetings.
- Provides Cash Balance Report and Budget/Forecast/Actual Report at monthly and bi-monthly meetings.
- Maintains accurate financial records and safe guards PTA finances.
- Pays PTA bills as requested by other members of Exec, committee chairs or school staff who are authorized to spend funds.
- Ensures accurate tax filings (may be assisted by outside CPA). May include, but not limited to, 990 Forms in the fall and 1099 forms in January.
- Submits request for state sales tax refund (twice per year).
- Creates combined payment form for Back to School.
- Provides communication and instruction to all committee chairs on proper check request procedures and proper handling of collections and deposits (in August).
- Provides communication of initial budget (in August) and any approved changes to the budget (as needed) for each committee chair.
- Provides monthly detailed report on income and expenses to each committee chair.
- Assists president with preparation of the new budget in the spring.
- Manages PTA business relationships in the fall (preferred printer relationship, preferred banner vendor, preferred T shirt vendor, etc.)
- Assists school administration with prioritizing and spending annual campaign funds (no decision making role, only facilitates the process).
- One of three Exec Board members authorized to sign PTA checks.
- Supervises and trains assistant treasurer. Keeps detailed records of job to pass down to assistant treasurer.
- Requests and oversees audit of financial records as required by NC PTA.
- Willingness to serve as President elect in the current year.

**Financial Secretary (first year of 2 year commitment):**

- Participates in monthly executive board meetings, bi-monthly general board meetings and all general PTA membership meetings.
- Responsible for making PTA deposits and safeguarding assets.
- Handles any NSF checks that are returned to the PTA.
- Steps into Treasurer position if Treasurer resigns.