

Officer Responsibilities

Duties of the President include:

1. Coordinate the work of the officers and committees of the association in order that the Purposes may be promoted;
2. confirm that a quorum is present before conducting any business at any meeting of the association;
3. preside at all meetings of the association;
4. appoint chairs of special committees, subject to approval of executive board;
5. be authorized to sign on bank accounts as one of two required signatures on all checks;
6. be authorized to sign contracts that have been approved by the executive board;
7. be listed as the principal officer and be authorized to sign tax documents;
8. confirm the executive board has reviewed and the membership has adopted the Texas PTA PTA/PTSA Records Retention Policy annually;
9. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
10. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership with Council PTA);
11. file with the Council PTA secretary the names of delegates and alternates from this Local PTA by the first regular Council PTA meeting and no later than October 1. A Local PTA joining or making changes after October 1 shall submit any changes in writing prior to any regular meeting in order to be eligible to vote;
12. confirm that all executive board members are graduates of the current Texas PTA Leader Orientation or have completed the course by October 15 after the election;
13. send the names and addresses of the officers and chairs to the Texas PTA office by May 1 each year;
14. appoint the financial reconciliation committee, subject to the approval of the executive board; and
15. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.

The duties of Vice President include:

1. be the aide-to-the-president [and be in charge of Membership]; and
2. preside in the absence of the president.

The duties of Secretary include:

1. record the minutes of all meetings of the association;
2. keep an accurate record of attendance at executive board meetings;
3. be responsible for correspondence;
4. collect and preserve documents relating the history of the association;
5. present a written report to the association as the official history to be adopted at the annual meeting;
6. have a current copy of the bylaws;
7. maintain a list of the names of those who have completed the Texas PTA Leader Orientation, with the dates each course was completed;
8. maintain the records retention policy;
9. maintain the adopted ethics/conflict of interest policy as signed by the current executive board members; and
10. maintain a membership list, which shall not be released to outside interests.

The duties of the Treasurer include:

1. have custody of all the funds of the association;
2. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
3. make disbursements in accordance with the budget adopted by the association;
4. sign on bank accounts as one of two required signatures on all checks;
5. present a financial report, both written and verbal, at every meeting of the Local PTA and as requested by the executive board or the association;
6. make a full report at the annual meeting;
7. be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 3 of these bylaws;
8. complete and file all necessary tax documents; and
9. present books to the financial reconciliation committee as requested.

The duties of the Parliamentarian include:

1. advise the presiding officer on questions of parliamentary procedure; and
2. vote only when the vote is by ballot.