



Executive Board Job Descriptions

President

Your PTSA members look to you for leadership in creating partnerships within your community and fostering an environment where family engagement is encouraged and respected. Responsibilities include:

- Chairing Board and general meetings;
- Overseeing fiscal compliance;
- Serving as a liaison with school administration or community partners;
- Checking in regularly with officers and committees to ensure the overall plan is on target;
- Identifying challenges and inviting solutions;
- Familiarizing yourself with all PTSA programs and resources;
- Representing PTSA to the community;
- Recruiting and mentoring volunteers and future leaders;
- Volunteering at events, when available.

Great presidents often have leadership, planning, and public speaking skills and experience.

Vice President

You may be called upon at any time to assume the role of president, temporarily or until the position is filled in accordance with your bylaws. Responsibilities include:

- Implementing duties delegated by the president
- Representing the president in his or her absence
- Performing specific duties as provided for in the bylaws
- Familiarizing yourself with all PTSA programs and resources
- Preparing for leadership by attending additional trainings and events that may be offered by your council, region, state or National PTA

Great vice presidents often learn or possess leadership, planning and public speaking skills.

Treasurer

Your PTSA relies on you to ensure that appropriate financial records are kept, a budget is established and followed, and controls are in place to prevent theft or fraud. Responsibilities include:

- Keeping accurate records and submitting written financial statements for meetings;
- Chairing the Budget Committee, which prepares and monitors the annual budget;
- Ensuring an audit, financial review, or compilation is done in accordance with the bylaws;
- Preparing an annual report to be used to review your PTSA financial records;
- Filing your PTSA's 990 report to the IRS on time—if your unit is a 501(c)(3);
- Submitting state-level reports and filings as required;
- Overseeing proper handling of money, such as ensuring money is collected, counted, recorded, and deposited promptly and appropriately; and
- Ensuring financial checks and balances are in place at all times.

Great treasurers often have skills or experience with basic financial management. Training and tools are available from your state PTA and National PTA.

Secretary

You will serve your PTSA by keeping an accurate record of meetings, which become part of the permanent history of the PTSA.

In some PTAs, the Secretary also has the responsibility of maintaining all PTA correspondence, including communications with members and notifications for meetings. Because of this, sometimes this position is split into two roles: Recording Secretary and Corresponding Secretary.

Some responsibilities of the Secretary include:

- Working with the President to create a meeting agenda;
- Sending out meeting announcements, agendas, and supporting documents;
- Taking attendance and checking for quorum (minimum number of members who must be present to conduct business at a meeting) during voting;
- Presenting the draft minutes of the previous meeting, making any corrections and ensuring approved minutes are included in your PTA's permanent record; and
- Taking minutes, including counting and recording any votes.

Great secretaries often have prior volunteer and/or meeting experience and are enthusiastic about PTSA.