

MLK Dreamkeepers PTA Officer Descriptions



President

The President serves as leader of the PTA, guiding and creating partnerships within the school community and fostering an environment where parent involvement is encouraged and respected.

Responsibilities of the President include:

- Chairing Board and general meetings;
- Working with the Secretary to schedule meetings and prepare agendas;
- Serving as a liaison with school administration and community partners;
- Checking in regularly with officers and committees to ensure the overall plan is on target;
- Identifying challenges and inviting solutions;
- Being familiar with all PTA programs and resources;
- Recruiting and mentoring volunteers and future leaders; and
- Volunteering at events, when available.
- Promote membership.

Vice President

The Vice President may be called upon at any time to assume the role of president, temporarily or until the position is filled in accordance with PTA bylaws.

Responsibilities of the Vice President include:

- Implementing duties delegated by the president;
- Representing the president in his or her absence;
- Performing specific duties as provided for in the bylaws; and
- Preparing for leadership by attending additional trainings and events that may be offered by your council, region, state or National PTA.
- Promote membership.

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Secretary

The Secretary is responsible for keeping an accurate record of meetings, which become part of the permanent history of the PTA. The Secretary also has the responsibility of maintaining PTA correspondence, including communications with members and notifications for meetings.

Responsibilities of the Secretary include:

- Working with the President to create a meeting agenda;
- Sending out meeting announcements, agendas, and supporting documents;
- Manage facility requests for PTA related events.
- 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;
- Chairing the Communications Committee, which manages communications to the community and members through various communications channels; and
- Taking minutes, including counting and recording any votes.
- Maintaining two notebook containing all legal documents for the PTA.
- Promote membership.

Treasurer

The Treasurer ensures that appropriate financial records are kept, a budget is established and followed, and controls are in place to prevent theft or fraud.

Responsibilities of the Treasurer 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 PTA financial records;
- Filing your PTA'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.
- Promote membership.