

# Basic PTA Board Position Job Descriptions

<b>ELECTED OFFICERS</b> (voting members of Executive Board)	
PRESIDENT *	Responsible for leading PTA toward specific goals chosen by its members. Creates agendas for and is presiding officer at Board and Association Meetings.
TREASURER *	Is the authorized custodian of all funds of the PTA. Duties include keeping financial records and preparing reports to comply with State PTA policies as well as local, state and Federal laws.
SECRETARY *	Keeps an accurate, concise, permanent record of proceedings at all PTA Board and Association Meetings.
1 <sup>ST</sup> VICE PRESIDENT, MEMBERSHIP	Conducts an annual Membership Campaign.
2 <sup>ND</sup> VICE PRESIDENT, VOLUNTEER RECRUITMENT	Responsible for the recruiting of volunteers for all PTA events and activities. May also recruit for school activities. Works with other Officers and Event Chairmen to determine volunteer needs. Supervises volunteers or ensures someone acts as supervisor of volunteers at each event.
AUDITOR	Responsible for performing a Mid-Year and Year-End Audit of the financial books and records in accordance with PTA guidelines.
HISTORIAN	Responsible for collecting the number of PTA volunteer hours of service and preserving a record of PTA activities and achievements for the year.
<b>APPOINTED OFFICERS</b> (voting members of Executive Board)	
PARLIAMENTARIAN	Responsible for ensuring Bylaws are up-to-date, assists President with conducting meetings and calls the first meeting of the Nominating Committee.
<b>ADVISORY MEMBERS</b> (voting members of Executive Board)	
PRINCIPAL	Responsible for representing the administrative view in discussions at PTA Board Meetings. Usually makes report at each meeting.
TEACHER REPRESENTATIVE	Responsible for representing the teaching staff in discussions at PTA Board Meetings. Usually makes report at each meeting.
<b>SAMPLE STANDING COMMITTEES</b> (voting members of Executive Board)	
PROGRAMS CHAIRMAN	Plans a year-long schedule of PTA events that may include parent education, health/safety presentations (such as Red Ribbon Week) and special events. Does not include fundraising.
FUNDRAISING CHAIRMAN	Responsible for raising the amount needed to meet the proposed unit budget.
<b>SAMPLE SPECIAL COMMITTEES</b> (NOT voting members of Executive Board)	
INDIVIDUAL EVENT CHAIRMEN	Responsible for organizing and coordinating individual program or fundraising events.
INDIVIDUAL ACTIVITY CHAIRMEN	Responsible for an activity as requested by the executive board or association.

\*REQUIRED POSITIONS

# The PTA Executive Board

The executive board shall consist of officers of the association, the chairmen of standing committees, the teacher representative and the principal of the school, or a representative appointed by the principal, all of whom shall be members of this association. The principal of the school or designated representative and the teacher representative, although not elected officers, serve in an advisory capacity with full voting privileges.

<p><b>Officers of the Association</b> (per Bylaws: Article V, Section 2)</p> <p>ELECTED OFFICERS:</p> <ul style="list-style-type: none"> <li>- President *</li> <li>- executive vice president (OPTIONAL)</li> <li>- vice presidents (Membership, Volunteers)</li> <li>- <del>recording</del> secretary *</li> <li>- treasurer *</li> <li>- <del>financial secretary</del></li> <li>- auditor</li> <li>- historian</li> </ul> <p><i>Line-through positions are not usually utilized in units in our District.</i></p> <p><i>*Required positions by CTR, IRS, FTB and CA PTA</i></p>	<p>The association meeting in March is the Annual Election Meeting to elect ELECTED OFFICERS. (Bylaws: Article V, Section 7; Article VII, Section 2)</p> <p>If an office remains unfilled after the election, it shall be considered a vacant office to be filled by the board-elect. (Bylaws: Article V, Section 11)</p> <p>A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the executive board. Election to fill a vacancy shall require a majority vote of the executive board, with at least 10 days previous notice. If notice is not given, the election to fill the vacancy shall require a two-thirds vote. (Bylaws: Article V, Section 12; Article VIII, Section 2e)</p>
<p>APPOINTED OFFICERS:</p> <ul style="list-style-type: none"> <li>- <del>corresponding secretary</del></li> <li>- parliamentarian</li> </ul>	<p>These APPOINTED OFFICERS are appointed by the president subject to the ratification of the executive board. (Bylaws: Article V, Section 2)</p>
<p>ADVISORY MEMBERS</p> <ul style="list-style-type: none"> <li>- principal</li> <li>- teacher representative</li> </ul>	<p>See above. (Bylaws: Article VIII, Section 1)</p>
<p>CHAIRMEN of Standing Committees</p> <p>(See Bylaws: Standing Rules, #9 for list of standing committees)</p> <p>Standing Committee Chairmen are voting members of the Executive Board.</p>	<p>Chairman and members of committees, ..... shall be appointed by the president subject to the ratification of the executive board. (Bylaws: Article IX, Section 2)</p> <p>The term of office for chairmen shall be one year or until successors have been appointed. A chairman may serve an additional term if appointed by the president, approved by the executive board and ratified by the association. No chairman shall be eligible to the same chairmanship for more than two consecutive terms. (Bylaws: Article IX, Section 3)</p>
<p>CHAIRMEN of Special Committees</p> <p>Special Committee Chairmen are not members of the Executive Board, see above. Bylaws: Article VIII, Section 1</p>	<p>The association and the executive board each have the power to create special committees in order to carry out specific programs and projects..... (Bylaws: Article IX, Section 8)</p> <p>The chairmen and members of special committees shall serve until their assignments have been completed. (Bylaws: Article IX, Section 9)</p>

ADDITIONAL INFORMATION:

No officer shall be eligible to .....hold more than one elected or appointed office. (Bylaws: Article V, Section 8)

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Nominees for the offices of president, treasurer, ~~financial secretary~~, auditor, or any elected officer authorized to sign checks shall not be related by blood or marriage or reside in the same household. (Bylaws: Article V, Section 5b)

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Standing Committees are those committees that function all year, e.g. hospitality, membership, program, ways and means, fundraising, etc. (Bylaws: Instructions 9m )

Standing Rule 9 (p. 25). Standing committees are those committees that meet all year long, e.g. membership, health and safety, and hospitality. The chairman of a standing committee is a member of the executive board. In order to ensure that there is participation by standing committee chairmen in executive board meetings, the following calculation will determine the number to add to the quorum. If there are ten (10) or more standing committees that number will be divided by two (2) and added to the calculations for the executive board quorum. (Bylaws: Instructions 9s )

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The president, subject to ratification of the executive board, may appoint an assistant to any of the chairmen. An assistant to a standing committee chairman shall have full voting rights as an executive board member. (Standing Rule #7)

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The executive board meets monthly as specified in the bylaws. The executive board should meet no less than two weeks prior to each association meeting so that members receive advance written notice according to the bylaws of all recommendations to be considered at the association meeting. None of its acts shall conflict with action taken by the association.

Unit bylaws specify members of the executive board and may include:

- officers of the association;
- chairmen of standing committees;
- school principal or representative(s);
- faculty representatives; and/or
- student representative(s).

A unit with a small membership may reduce the number of members on its executive board by following California State PTA procedures for amending the bylaws. While each association is required to include certain positions in the bylaws, the district PTA leadership can provide assistance by making recommendations regarding the positions so that the executive board reflects the needs of the particular PTA.

Executive board meetings and minutes are confidential and attendance is limited to those individuals specifically listed in the bylaws. The president may grant a courtesy seat to a guest for the purpose of bringing information to be shared with the group. Guests do not participate in discussion or voting and should leave the meeting after the information is relayed.

A summary of actions taken by the executive board must be reported to the association at the next association meeting and usually requires further approval or ratification by the association. Actions requiring association approval are stated in the bylaws.

(TOOLKIT: Running Your PTA, Planning and Organizing – Guide to Executive Leadership, page 39)

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