



## PTA Officer and Board Position Descriptions

### President\*

- Preside at all meetings of the association.
- Coordinate the work of the officers and committees of the association.
- Represent the Local PTA as a delegate to the Council PTA.
- Serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.

Potential candidates for president should be: comfortable speaking in public, diplomatic, well organized and eager to work with different types of people to achieve the PTA mission - make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

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### Vice President\*

Each PTA must have at least one vice president to serve as Aide to the President. PTAs can determine in their bylaws the number of vice presidents needed and the additional duties of each vice president. The vice presidents listed here are examples. The PTA may also choose to assign the duties below to committee chairs instead of vice presidents.

#### Membership

- Coordinate PTA membership drives.
- Maintain the PTA membership roster.
- Distribute membership cards.
- Submit paperwork for membership awards.
- Preside in the absence of the president (in their designated order).

#### Programs

- Assess members' and students' needs for programs.
- Identify potential programs and present information to the board.
- Coordinate PTA programs
- Preside in the absence of the president (in their designated order)

#### Advocacy

- Assess your community's advocacy needs, possibly through a community survey.
- Share updates from Board of Trustees, city and county officials that might impact community
- Familiarize yourself with Texas PTA's Legislative Priorities, date of Texas PTA Rally Day, etc.
- Coordinate your PTA's advocacy efforts.
- Preside in the absence of the president (in their designated order).

#### Communications

- Work with campus leaders and board to identify possible communication needs and avenues
- Coordinate and maintain social media
- Maintain PTA approved website
- Create and publish newsletters on a regular basis

#### Volunteers

- Work with executive board to identify volunteer needs for events/programs
- Communicate volunteer needs with community
- Create and maintain a list of willing volunteers
- Recognize and thank volunteers regularly

#### Fundraising

- Work with Board to determine amount of money needed to meet annual goals.
- Evaluate potential fundraisers and present them to the board and membership for approval.
- Be familiar with the Texas PTA 3-1 fundraising guideline.
- Coordinate PTA fundraiser(s).
- Preside in the absence of the president (in their designated order).

Potential candidates for vice president should be: enthusiastic about the specific assigned duty, flexible, diplomatic, well organized and eager to work with different types of people to achieve the PTA mission - make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

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## PTA Officer and Board Position Descriptions

### Secretary\*

- Record the minutes of all meetings of the association.
- Maintain all records of the PTA
- Be responsible for meeting communications.

Potential candidates for secretary should be: very well organized, diplomatic, and eager to work with different types of people to achieve the PTA mission - make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

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### Treasurer\*

- Have custody of all the funds of the association.
- Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and cancelled checks(if available) in accordance with the records retention policy.
- Make disbursements in accordance with the budget adopted by the association.
- Present a financial report, both written and verbal, at every meeting of the Local PTA.
- Complete and file all necessary tax documents.

Potential candidates for treasurer should be: comfortable recording financial transactions, committed to good communication and transparency, well organized, detail oriented, diplomatic, and eager to work with different types of people to achieve the PTA mission - make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

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Bylaws describe the eligibility, term, and responsibilities of officers; the role of a nominating committee; composition and duties of the board and committees. Some information from the bylaw is listed below to assist you in considering candidates to lead your association. It is important that all new officers be familiar with the bylaws.

**In order to be eligible** for consideration, candidates must subscribe to, believe in and support the mission and purposes and policies of National PTA and Texas PTA; agree to join the association promptly, if not a current member at the time of election or appointment; receive no compensation from the association except reimbursement for reasonable expenses as set forth in PTA policies and procedures; and have served no more than two (2) consecutive terms in the same position.\* They should agree to take advantage of all available training from Texas PTA and National PTA for their position.

*\*Local PTA Bylaws, ARTICLE IX. Executive Board, Section 2. Eligibility*