

W.S. Mount PTA

Duties of Officers

PRESIDENT/CO-PRESIDENT:

Presides over all meetings of the PTA, appoints the Standing and School Committee Chairmen, coordinates the work of the officers and the committee, signs checks with the treasurer and helps prepare the budget. MUST attend monthly President and Council meetings as well as any other required Council or District events.

RECORDING SECRETARY:

Records the minutes of all meetings, maintains a permanent file of the minutes, committee reports, membership lists and any other records relating to the work of the PTA.

CORRESPONDING SECRETARY:

Conducts and maintains a file of all correspondence, sends notices of all meetings, sends email correspondence to members, coordinates PTA coverage at events, maintains the PTA website and Facebook pages.

COUNCIL DELEGATE:

Attends Council meetings, records minutes, attends District Committee meetings if the representatives are unable to. Submits minutes from meeting to the Executive Committee and reports any additional information back to the PTA. Coordinates Council Hospitality.

*Executive Board Members are expected to be at all PTA sponsored events.

VICE PRESIDENT:

Acts as aide to the Co-Presidents, oversees and sells memberships, keeps Treasurer aware of membership numbers, provides the Recording Secretary with an updated membership list and Corresponding Secretary with emails from the entire membership.

TREASURER:

Have custody of all PTA funds, keep accurate account of receipts and expenditures, prepare budget for approval, present Treasurer's Report at all meetings, keep records and pays National, NYS & Council PTA dues, pays NYS liability, submit all financial recorders to auditor for annual examination, file forms to IRS & NYS agencies, keep Co-Presidents informed of all financial transactions.