

Roles of a Council Executive Committee Member

President

- Sets the schedule of yearly meetings for the board and members.
- Presides during all meetings.
- Serves as spokesperson for the council.
- With approval of the executive committee, makes one-year appointments to positions and committees as specified in the standing rules.
- Is an ex officio member of all committees, except the nominating committee.
- Disseminates and communicates information received pertinent to PTA purposes and programs.
- Coordinates the council's programs and activities.
- Cooperates, when requested, with the region director in establishing new local PTAs.
- Conducts an orientation or retreat for the board of directors.
- Facilitates a "role of a council" orientation at a council membership meeting.
- Plans a PTA president and principal workshop.
- May meet with the superintendent and education association president as appropriate.
- Conducts election of nominating committee/election of officers.
- Serves as a member of the region service delivery team or assigns another council member to be the liaison for the council.
- Ensures that the council meets the criteria in the WSPTA Standards of Affiliation agreement.
- Ensures that contact information of elected council officers is reported to WSPTA in timely fashion.

Vice President

- Performs the duties of the president in the absence or inability of that officer to serve.
- Familiar with duties of the president and assists in those duties upon request.
- Serves as liaison between the executive committee and local PTAs in the council.
- May serve a more specific role such as:
 - Coordinator of local PTAs in a designated area
 - Legislative vice president
 - Membership vice president
 - Reflections vice president
 - Programs vice president
 - Communications vice president
 - Family and community engagement vice president
- Performs any other duties designated in the council's standing rules.

Secretary

- Prepares accurate minutes of all meetings.
- Notifies the president of any unfinished business.
- Is responsible for correspondence as designated by the president.
- Maintains rosters of the members of all standing and special committees.
- Provides attendance sign-in sheets at council meetings.
- Provides a synopsis of council minutes to the newsletter editor or communications chair in a timely manner.
- Maintains a roster of local PTAs served by the council with the names and addresses of their officers.
- Performs any other duties designated in the council's standing rules or assigned by the president.

Treasurer

- Serves as chair of the budget committee.
- Presents the budget to the board of directors and membership.
- Maintains accurate financial records.
- Receives and issues receipts and makes deposits promptly in an authorized council account.
- Disburses funds according to the approved budget.
- Presents a written financial statement each month and at each regular meeting and such other times as required by the president.
- Provides all financial records if requested by the president or any member of the board of directors.
- Remits council incorporation renewal to the Secretary of State.
- Files IRS return annually.
- Files charitable solicitations report as needed.
- Remits council liability insurance premium.
- Maintains the council's legal financial documents notebook.
- Closes the books at the end of the fiscal year and submits the books and records for financial review to the financial review committee no later than thirty days thereafter.

- Performs any other duties designated in council's standing rules or as requested by the president.

Duties of all council officers and council board members

- Be familiar with the vision, mission, and goals of WSPTA and lead their implementation within the council area.
- Attend WSPTA events: leadership conference, legislative assembly, convention, and region conferences.
- Delegate responsibility and communicate regularly with fellow council officers, committee chairs, and local PTA officers.
- Be knowledgeable of the *WSPTA Uniform Bylaws*, the Standards of Affiliation agreement, the council's standing rules, council policies, and basic parliamentary procedure.
- Manage council finances in a fiscally prudent manner.
- Review recommendations from all financial reviews.
- Transact necessary business between membership meetings and other business referred to the council by the membership.
- Present recommendations to the membership for action.
- Perform other duties as specified in the council's standing rules.
- Be familiar with the resources available through the WSPTA website: www.wastatepta.org and the National PTA website: www.pta.org.
- Assess needs, requirements, and desires of local PTAs, and develop plans, programs, and workshops to serve those needs.
- Use input to set goals, prepare a proposed budget and calendar and to establish committees.
- Be familiar with all established WSPTA deadlines.
- Continue or establish an awards recognition program.
- Communicate regularly with local PTAs.
- Continue to provide information, support, and encouragement to local PTAs.
- Develop and promote the Reflections program in the council area.
- Reach out to leaders of under-represented groups to encourage participation and collaboration on shared goals to improve the lives of children.
- Identify the groups in the community that should be invited to participate in and provide support to local PTAs to make this happen.

Council chairs

Reflections

Councils are required to offer a Reflections program and judge entries before entries are sent to the state level. The *Reflections* handbook, deadlines, other documents, and resources are available on the WSPTA website under Leader Resources.