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](http://www.wastatepta.org) and the National PTA website: [www.pta.org](http://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.