

President: The Farmington Area PTA Council President is responsible for representing FPS parents, staff and students in Farmington Public Schools events and communications. The president works closely with the school board, superintendent's office and school/community relations in discussing, planning and supporting district issues and events. The president and council officers also support individual PTAs and PTSAs with PTA advocacy, administration and events. Terms are for two (2) years. The President may serve two (2) consecutive terms.

Overall Responsibilities:

- Preside at executive board and council meetings (4 per year)
- Attend (or designate an alternate to) district-wide events and MIPTA Council Roundtable annual meeting
- Provide PTA updates to FPS School Board (fall and spring)
- Communicate district and state training opportunities for PTA officers and committee chairs
- Communicate advocacy issues to district families
- Serve as a council check and contract signer
- Submit periodic PTA Council listserv emails to FPS School/Community Relations with PTA announcements and communications
- Set district calendar with School/Community Relations and council officers for district-wide events
- Monitor and report membership and good standing status to units
- Submit updates to www.farmington.k12.mi.us/pta web page as needed

Executive Board and/or General Meetings:

- Prepare agenda and distribute/announce major items before the meeting
 - Verify documents to be distributed at the general meeting and who will make copies
 - Develop a consent agenda for release prior to each council meeting
 - Post council meeting agenda, handouts and consent agenda on www.farmington.k12.mi.us/pta
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Vice Presidents: Vice Presidents for the Farmington Area PTA Council are responsible for assisting the Council President in carrying out responsibilities throughout the year and serve as the President's backup for conducting meetings and representing the PTA Council at district and community functions. There may be up to three (3) Vice Presidents. In the event of multiple Vice Presidents, specific duties (committee responsibilities) are assigned by the executive board. While district chairs are sought for various activities and events, council events are generally chaired by council officers. Terms are for two (2) years. Vice Presidents may serve two (2) consecutive terms.

Overall Responsibilities Include:

- Assist President in carrying out responsibilities
- Assist with meeting hospitality
- Attend council officer and general meetings
- Assist with following activities/programs: Business Partners, Founders Day, District Reflections, Millionaire Parties, Council Directory, Scholarships, Officers Planning Meeting, Nominations
- Attend MIPTA training events as able

Treasurer: The Farmington Area PTA Council treasurer is responsible for financial transactions and documentation and assisting the Council President in carrying out responsibilities throughout the year. Even though district chairs are sought, council activities are generally chaired by council officers. Terms are for two (2) years with a limit of two (2) consecutive terms.

Overall Responsibilities Include:

- Assist President in carrying out responsibilities
 - Assist with meeting hospitality
 - Attend council officer and general meetings
 - Have custody of all funds of the council
 - Collect and keep a full and accurate account of all monies of the council
 - Pay out funds as authorized by the president, executive board/committee or council
 - Present a written annual report of the financial condition of the organization
 - Submit the books annually for an audit
 - Forward the \$25.00 council dues to the Michigan PTA office on or before June 1 of each fiscal year
 - Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 11, of the Bylaws
 - Submit copies of the annual audit for the prior fiscal year and budget for the current fiscal year to the MIPTA state office by December 1 each year
 - Assist with following activities/programs: Business Partners, Founders Day, District Reflections, Millionaire Parties, Council Directory, Scholarships, Officers Planning Meeting, Nominations
 - Attend MIPTA training events as able
 - Other duties as may arise as needed
 - Present a financial statement at each meeting of the council
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Secretary: The Farmington Area PTA Council secretary is responsible for documenting and publishing communications from the council to its members and assisting the Council President in carrying out responsibilities throughout the year. Even though district chairs are sought, council activities are generally chaired by council officers. Terms are for two (2) years with a limit of two (2) consecutive terms.

Overall Responsibilities Include:

- Assist President in carrying out responsibilities
- Assist with meeting hospitality
- Attend council officer and general meetings
- Manage correspondences
- Be in possession of the current bylaws
- Assist with following activities/programs: Business Partners, Founders Day, District Reflections, Millionaire Parties, Council Directory, Scholarships, Officers Planning Meeting, Nominations
- Attend MIPTA training events as able
- Other duties as may arise as needed

Officer and General Meeting Duties:

- Review prior meeting minutes for follow-up discussions at Officer and/or General Meeting
- Distribute draft minutes to Executive Board prior to EB meetings – revise prior to general meeting if applicable
- Provide president with last general meeting's minutes for inclusion in the next Consent Agenda. Take detailed notes for minutes
- File all meetings notes in Secretary's binder and computer folder and bring to meetings.