

Duties of the President

- * Work in conjunction with the PTA members, Board and Principal to oversee the running of the PTA to ensure that the purposes be promoted
- * Preside over all PTA Meetings along with other PTA Board Members
- * Serve as ex officio of all committees except the nominating committee
- * Coordinate the work of the officers and committees
- * Ensure the yearly PTA packet is passed out at the beginning of the year
- * Set meeting dates and plan meeting topics
- * Determine the agenda and meeting date for monthly meetings
- * Preside at meetings of the board and the general membership and follow the accepted order of business
- * Call the meeting to order at the designated time
- * Maintain a fair and impartial position at all times and encourage members to participate
- * Refrain from expressing a personal opinion and avoid personal bias when giving information to the association
- * Declare the result of every vote taken
- * Ensure that a Treasurers report is given at every meeting of the board and general membership whether the Treasurer is present or not
- * Assure that the PTA carries adequate bonding and liability insurance
- * Ensure that state and national dues are paid
- * Ensure that fundraising guidelines in the PTA Money Matters Quick Reference Guide are followed
- * Express appreciation for work well done and for program participation
- * Communicate with the State PTA unit and update bylaws and state paperwork as needed
- * Work closely with the VP to prepare for each PTA Meeting

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- * Work with Volunteer Coordinator to see that all volunteer spots are filled throughout the year and at each event
- * Oversee all fundraisers/events and communicate with event coordinators to see that events are run according to PTA/School Department rules and to offer assistance when needed
- * Work as a team with the other PTA Board members, to create a yearly budget
- * Sign all contracts for the PTA
- * Review bank statements monthly, it should be sent to the President
- * Work as a team with the other PTA Board members and Principal, to create a yearly calendar
- * Write and distribute through appropriate channels any communication with the parent community
- * Communicate regularly with the Principal and Superintendent
- * Hold Executive Board Meetings when necessary

Duties of the Vice President

- * Work closely with PTA President to accomplish goals of PTA
- * Work in conjunction with the PTA members, Board and Principal to oversee the running of the PTA to ensure that the purposes be promoted
- * Preside with President over all PTA Meetings along with other PTA Board Members
- * Preside at meetings in the absence of the president or upon the president's inability to serve
- * Assume the duties of the President in the event of a vacancy until the position is filled in accordance with the by-laws
- * Perform any other specific duties that may be provided for in the by-laws
- * Help to coordinate the work of the officers and committees
- * Assist in the preparation and distribution of the yearly PTA packet that is distributed at the beginning of the school year
- * Work with President to set meeting dates and plan meeting topics
- * Send out agenda, meeting date and childcare information
- * Secure childcare for each PTA meeting
- * Work closely with the President to prepare the presentation for each PTA Meeting
- * With President, oversee all fundraisers/events
- * Communicate with event coordinators to see that events are run according to PTA/School Department rules and to offer assistance when needed
- * Work as a team with the other PTA Board members, to create a yearly budget
- * Work as a team with the other PTA Board members and Principal, to create a yearly calendar
- * Write and distribute through appropriate channels any communication with the parent community
- * Communicate regularly with the Principal and Superintendent
- * Attend Executive Board Meetings

Duties of the Treasurer

- * Keep accurate and detailed account in the treasurers books of all money received and paid out
- * Submit written statement of regular meetings of the board to the general membership, including total balance on hand in each fund and the total balance on hand at the date of the report
- * Treasurers report must be submitted at every meeting whether or not the treasurer is present
- * Receive all money for all accounts
- * Deposit all money in the bank in the name of the PTA
- * Pay all bills by check with appropriate back-up documentation such as receipt or purchase request
- * Review and study carefully all reference to dues and finances as outlined in the PTA Money Matters Quick-Reference Guide
- * Keep the record of the membership dues and payments made to the NH PTA for state and national dues
- * Prepare an audit report and work with the auditor or audit committee to perform the annual audit. Refer to the PTA Money Matters Quick Reference Guide.
- * Deliver to successor, unless the PTA has otherwise ordered, all books, papers and correspondence pertaining to the office of the treasurer, including the audited books, approved and paid bills, canceled checks and procedures
- * File form 990-EZ and Schedule A with the IRS, if required to do so, by the 15th day of the 5th Month after the close of the PTA's fiscal year.
- * Attend PTA Executive Board Meetings.

Duties of the Secretary

- * Maintain an accurate record of PTA membership
- * Record all business transacted at each meeting
- * Have on hand for reference at each meeting, a copy of the PTA bylaws and standing rules; the agenda; the minutes of previous meetings, including names of members of committees and a list of membership
- * Distribute copies of the minutes; distribute copies of previous meeting upon request
- * Call the meeting to order in the absence of the president and vice president, unless the bylaws specify otherwise, and preside until a temporary chair is elected
- * Act as custodian of all records, except those specifically assigned to others, and promptly deliver all records to successor.
- * According to the IRS, minutes need to be treated as a permanent file and kept forever.
- * Attend PTA Executive Board Meetings.

Little Harbour School PTA

Duties of Volunteer Coordinator

- * Design and distribute the volunteer request form to all parents at the beginning of each school year. This form should include all fundraising events and volunteer opportunities for the school year. In addition, it should include specific dates of all events.
- * Collect all returned volunteer request forms
- * Organize the response by listing out all the LHS parents by event after request forms are collected
- * Distribute individual lists of volunteers to each event coordinator
- * Assure that each coordinator receives a packet including instructions for emailing and distributing paper notices school wide, PTA reimbursement forms, and any other pertinent information needed for running their specific event
- * Communicate with event coordinators in a timely fashion to be sure that they have what they need to run their event
- * Assist the coordinators with any trouble shooting for the running of the event
- * Maintain open communication with PTA President/Officers
- * Send a final thank you note at the end of the school year to all LHS parents, Little Harbour School PTA

Duties of All Officers

- * Become familiar with the PTA Quick Reference Guides which are mailed to PTA Presidents. The PTA Quick Reference Guides are also available at www.pta.org/reference_guides.asp
- * Become familiar with the information and resources on the National PTA website (www.pta.org) and the NH PTA (www.nhpta1.org)
- * Protect members privacy by allowing NO distribution of membership lists to outside interests
- * Perform duties as indicated in by-laws, policies or standing rules
- * Study materials distributed by the PTA
- * Attend meetings
- * Make reports promptly
- * Answer correspondence promptly and keep correspondence files. Copy others as appropriate.
- * Maintain a procedure book. A procedure book can be a 3 ring binder, should contain a record of work done and other helpful information such as:
 - o By-laws
 - o Budget
 - o Calendar
 - o Contact information for Board
 - o Contact information for resource people and organizations
 - o Job descriptions
 - o Agendas, minutes and reports
 - o Newsletters
 - o Correspondence
 - o Any other information important to the position
- * Transmit procedure book, records, reports and other materials promptly to successors

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