

Seaview PTA Executive Board Member Responsibilities:

PRESIDENT:

- Attend monthly Exec Board and general PTA meetings.
- Prepare an agenda and preside at general and Executive Board PTA meetings.
- Coordinate the materials to be contained in "First Day of School Packets" which are sent home.
- PTA liaison to the school administration and may serve as Rep to the Edmonds Region PTA Council.
- Coordinate with Edmonds School District-Facilities Manager to open/ close meeting places.
- Coordinate the work of the PTA Officers and committees.
- Approve all decisions made by board and committees.
- Oversee general budget.

VICE- PRESIDENT:

- Attend monthly Exec Board and general PTA meetings.
- Perform the duties of the President in the absence of that officer.
- Aid the President and other board members with duties as needed.
- Schedule guest speakers for PTA meetings.
- Write and mail Thank You notes to guest speakers and/ or committee chairs upon event completion.
- Assume role of Volunteer Coordinator unless a volunteer fills the position.

SECRETARY:

- Attend monthly Exec Board and general PTA meetings.
- Record, post and file accurate minutes of all PTA General and Board meetings.
- Maintain a master PTA calendar and mass email address database. Create mass e-mails as requested by board, principal and district as needed.
- Maintain file of official PTA documents including by-laws. File all PTA documents with the District and state offices as necessary.

TREASURER:

- Attend monthly Exec Board and general PTA meetings.
- Maintain accurate and detailed financial accounts in PTA record systems.
- Maintain accurate account of all bank statements, receipts and expenditures (checks).
- Issue checks and petty cash within the approved yearly budget.
- Send Membership forms and collected dues to the WSPTA.
- Promptly deposits event receipts/ funds into PTA's bank account.
 - Does not process any other funds of other organizations (i.e. ASB funds).
- Prepare monthly Treasurer Report and present at every monthly PTA meeting.
- File all required financial reports.
- Maintain the "Teacher's Discretionary Fund".
- Close the books at the end of the fiscal year and submit the books and records for financial review to the financial review committee no later than thirty days thereafter.
- Answer financial questions that may arise from membership, staff or parents.