

LEE PTA Executive Committee Slate Positions

Full details about the positions and the operations of the PTA can be found here:
<https://www.lee-elementary.org/wp-content/uploads/Russell-Lee-PTA-ID-736.pdf>

President

The president shall:

1. coordinate the work of the officers and committees of the association in order that the Purposes may be promoted;
2. confirm that a quorum is present at all meetings of the association before conducting business;
3. preside at all meetings of the association;
4. appoint the chair of each standing committee and special committee, subject to the approval of the executive board, unless otherwise provided in these bylaws;
5. be authorized to sign on bank accounts, unless prohibited by terms of employment;
6. be authorized to sign contracts approved by the executive board;
7. be listed as the principal officer and be authorized to sign tax documents , unless prohibited by terms of employment;
8. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
9. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership with Council PTA);
10. appoint the financial reconciliation committee, subject to the approval of the executive board; and
11. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.

First Vice President

The vice president shall:

1. serve as aide-to-the-president;
2. be in charge of ; and
3. preside in the absence of the president (in their designated order):

Vice President - Membership

The vice president shall:

1. be in charge of membership; and
2. preside in the absence of the president (in their designated order):

Vice President – Communications

The vice president shall:

1. be in charge of operations; and
2. preside in the absence of the president (in their designated order):

Vice President - Fundraising

1. be in charge of fundraising; and
2. preside in the absence of the president (in their designated order):

Vice President – Educational Enrichment

The vice president shall:

1. be in charge of educational enrichment; and
2. preside in the absence of the president (in their designated order):

Secretary.

The secretary shall:

1. record and maintain the minutes of all meetings of the members and the executive board;
2. send, or cause to be sent, notice of meetings of the members and of the executive board;
3. be responsible for correspondence;
4. collect and preserve documents relating to the history of the association;
5. present a written report to the association as the official history to be adopted at the annual meeting ;
6. have a current copy of the bylaws;
7. confirm the executive board has reviewed and the membership has adopted the Texas PTA /PTSA Records Retention Policy annually;
8. confirm that all executive board members have signed the Local PTA Ethics /Conflict of Interest Policy;
9. confirm that all executive board members are graduates of Texas PTA Leader Orientation or have completed the course by October 15 after their election or appointment ;
10. file with the Council PTA secretary the names of this Local PTA's delegates and alternates by the first regular Council PTA meeting and no later than October 1. A Local PTA joining the Council PTA or making changes after October 1 shall submit any changes in writing prior to any regular meeting in order to be eligible to vote;
11. submit the names and contact information of all board members to the Texas PTA Office within 15 days of their election or appointment;
12. maintain the required documents of the association to include: Texas PTA Leader Orientation completion lists, records retention policy; adopted and signed ethics/conflict of interest policy, membership rosters (not to be released to outside interests), adopted plans of work, and completed student permission forms (if applicable); and
13. not be a member of the financial reconciliation committee.

Treasurer.

The treasurer shall:

1. have custody of all the funds of the association;
2. serve as the chair of the budget and finance committee;
3. present a written and verbal financial report at executive board and association meetings and as requested by the executive board or association;
4. maintain books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
5. make disbursements in accordance with the budget adopted by the association;
6. be authorized to sign on bank accounts;
7. be authorized to sign tax documents, if the president is prohibited by terms of employment;
8. present a preliminary annual report, i.e. budget to actual, at the last association meeting;
9. complete and file all necessary tax documents; and
10. present books of account and records to the financial reconciliation committee.