

Description of PTA Executive Officer Positions

President –

- Coordinates the work of all officers' ad committees of the PTA, presides over all meetings and confirms quorum is established. Appoints the historian, parliamentarian, and all chairmen of special committees (subject to approval) and is authorized to sign on PTA bank account.
- Represents our local PTA unit as a delegate to Katy Council of PTA's (attends monthly meetings), maintains a relationship with Texas PTA (attends summer seminar and stays current on all topics and goals of the state organization) and meets all deadlines set forth by both bodies (turns paper-work in on time).
- Maintains a procedure book, presents and executes a Plan of Work.
- Is the ex-officio officer of all committees (thus serves on all PTA committees as needed), except nominating and auditing.
- Chairman of Executive board, and runs all meetings.
- Serves as the link between parents, staff and PTA members.
- Is familiar with RAE PTA by-laws.
- Distributes materials to appropriate officers ad chairmen.
- Sees that all Plans of Work are completed by all officers and chairmen.
- Delegate to vice presidents certain administrative duties.
- Consults with officers and chairman before each meeting to see that all details of meeting are ready as planned.
- Sign all Contracts
- Attends all Katy VIPS, Katy Council Presidents and Katy Council Delegate Meetings.
- Attends Summer Leadership Seminar in July.

1st VP - Programs –

- Serves as aide to the president ad serves as Program Chairman, which is the job that oversees all Parent and Student Programs.
- Has committees that report to them:
Community Dinner, Family Picnic, Donuts with Dads, Munchies with Moms, Hands on Science, Junior Achievement, Destination Imagination and WAMU Banking
- Presides in the absence of the president (1st in designated order).
- Maintains a procedure book, presents and executes a Plan of Work, acts as aid to president, & assumes any responsibilities for administrative details delegated by the president
- Is authorized to sign on the PTA bank account.
- Sets-up a boy scout or brownie troop to do the flag ceremony at each general membership meeting
- Schedules and outside programs to come in for the evening general membership meetings.
- Expected to attend the majority of the Exec Board meetings and the Budget meetings, plus will have to on occasion speak at general membership meetings.

- May need to attend Summer Leadership Seminar in July.

2nd VP – Membership –

- This VP is in charge of all aspects of member ship (recruiting, maintaining, and all required paperwork)
- Presides in the absence of the president (2nd in designated order).
- Maintains a procedure book, presents and executes a Plan of Work, acts as aid to president, & assumes any responsibilities for administrative details delegated by the president
- This VP can put in place a membership committee to help with the tasks and goals of membership recruitment and records.
- Is responsible for the compiling and editing of the RAE School Directory, or recruits a volunteer to help with the job.
- Expected to attend the majority of the Exec Board meetings and the Budget meetings, plus will have to on occasion speak at general membership meetings.
- Insures that all deposits that are to go towards membership are made in a timely and efficient manner.
- May need to attend Summer Leadership Seminar in July.

3rd VP – Ways and Means –

- This position is in charge of all aspects of fundraising activities
- Presides in the absence of the president (3rd in designated order).
- Maintains a procedure book, presents and executes a Plan of Work, acts as aid to president, & assumes any responsibilities for administrative details delegated by the president
- Serves as Chairman of any and all fundraising activities.
- Expected to attend the majority of the Exec Board meetings and the Budget meetings, plus will have to on occasion speak at general membership meetings.
- Insures that all deposits that are to go towards fundraising are made in a timely and efficient manner.
- Has committees that report to them:
Carnival, Donations, Fall and/or Spring Fundraiser, School Store, School Supplies, Sprit Items, and Yearbook.
- May need to attend Summer Leadership Seminar in July.

4th VP – VIPS –

- This position is in charge of the PTA's volunteer program.
- Presides in the absence of the president (4th in designated order).
- Maintains a procedure book, presents and executes a Plan of Work, acts as aid to president, & assumes any responsibilities for administrative details delegated by the president
- Provides monthly volunteer hours reports to the Katy Volunteers in Public Schools (VIPS) Board, and attends monthly VIPS meetings.
- Awards Monthly Volunteer of the Month award to RAE PTA members.

- Expected to attend the majority of the Exec Board meetings and the Budget meetings, plus will have to on occasion speak at general membership meetings.
- Presides on and organizes the Volunteer of the Year Committee, and is part of the award process at the PTA Volunteer Brunch
- Helps create an inclusive environment for all volunteers at RAE.
- Has committees that report to them:
Cafeteria Volunteers, Clinic Volunteers, Data Management, Indoor Beautification, Library Volunteers, Curriculum Café, RAE VIPS Liaison, Workroom Coordinator-Copies & Tuesday Newsday Assembly.
- May need to attend Summer Leadership Seminar in July.

Secretary –

- Keeps records or the minutes of all meetings of the RAE PTA.
- Keeps accurate record of attendance at Executive Board Meetings.
- Responsible for correspondence from the PTA, will write Thank You, Sympathy & Sunshine notes as needed by the PTA.
- Keeps a copy of the by-laws and sees that it is approved by TEXAS PTA every 4 years.
- Maintains the membership list and is authorized to sign on the PTA bank account.
- Expected to attend the majority of the Exec Board meetings and the Budget meetings, plus will have to on occasion speak at general membership meetings.
- Maintains a procedure book, presents and executes a Plan of Work, acts as aid to president, & assumes any responsibilities for administrative details delegated by the president.
- Is authorized to sign on the PTA bank account.
- Sees that all Plans of Work are completed by all officers and chairmen.
- May need to attend Summer Leadership Seminar in July.

Treasurer –

- The Treasurer has full custody of all the funds of the PTA, keeps books and records, including bank statements, receipts, beginning and ending balances, budgets, invoices, paid receipts and canceled checks for five years.
- Makes appropriate distributions in accordance with the budget adopted by the association.
- Chairman of the Budget Committee
- Is authorized to sign on the PTA bank account.
- Presents the financial report, both written and verbal, at every meeting of the unit and as requested by the executive board or the association.
- Is responsible for a making a full annual report.
- Submits books to the audit committee as requested.
- Maintains a procedure book, presents and executes a Plan of Work, acts as aid to president, & assumes any responsibilities for administrative details delegated by the president.
- Must study carefully and understand all references to duties and finance in the Local and Texas PTA bylaws.

- Keep on permanent file all IRS and Sales Tax permit information.
- Keep records of and be able to report on all fundraising monies, referencing the cost of the fundraiser as well as the profit.
- Maintain documentation of all items purchased by the PTA for cost, ownership and liability. Compile and maintain a list of assets owned by the PTA.
- Insures that all deposits are made in a timely and efficient manner.
- Issues receipts for all monies received.
- Reconcile bank statements monthly upon receipt.
- See that Texas & National PTA dues & insurance fees are paid on time.
- File the 990 with the IRS in a timely manner.
- Maintain a ledger for each budget category, showing opening balance, credits, debits, and current balance.
- May need to attend Summer Leadership Seminar in July.