

# **CVMS PTSA EXECUTIVE BOARD POSITIONS AND RESPONSIBILITIES**

**(Edited 3-18-09 to reflect addition of V-P of Volunteers)**

## **EXECUTIVE BOARD**

### **PRESIDENT**

*Serving as president of a PTSA includes the responsibility to lead that PTSA toward specific goals chosen by its members. The goals must be consistent with the policies and Purposes of the PTA. The president is the presiding officer and the official representative of the association. The President is responsible for working with the school Principal to establish the calendar for the year. Additionally, the President prepares the agendas for the monthly Executive Board meetings and the five Association meetings and presides over those meetings. The President is also responsible for keeping in touch with all Committee Chairs and helping where necessary. The President should attend all meetings called by the North Coastal PTA and represent the school on District committees.*

### **EXECUTIVE VICE PRESIDENT**

*At the request of the President, the Executive Vice President assists with any and all duties of the President.*

### **TREASURER**

*The treasurer is an elected officer and the authorized custodian of all funds of the local PTA. Some responsibilities of the office are specified in the unit bylaws and others are established by district PTA and California State PTA procedures. The treasurer's duties also include preparing a monthly report for approval by the Executive Board, keeping records, issuing all reimbursement or request for payment checks and preparing reports to comply with local, state and federal laws. Additionally, the treasurer provides the financial records to the Auditor twice a year for review.*

### **AUDITOR**

*The PTA auditor is an elected officer and member of the executive board. The books may also be audited, in accordance with PTA guidelines by a paid auditor. The auditor should not be related by blood or marriage or residing in the same household of the president, financial officers, check signer or any chairman handling funds. The purpose of an audit is to determine the accuracy of the books and records of the financial officers, detect and recommend correction of errors, verify funds have been transferred through channels and assure the membership that the association's resources and funds are being managed in a businesslike manner within the regulations established for their use.*

### **FINANCIAL SECRETARY**

*The financial secretary is an elected officer authorized to receive all monies collected by the PTA. The financial secretary confirms, records and makes all deposits and forwards deposit slips to the Treasurer.*

## **RECORDING SECRETARY**

*The recording secretary keeps an accurate, concise, permanent record of the proceedings of all meetings of the association and of the executive board. These minutes are the legal record of the PTSA and the original copy of the minutes is known as the master copy. Minutes from each meeting must be presented and approved at each subsequent meeting. In addition, the Recording Secretary signs, with the president, authorizations for payment after the association votes to pay a bill. Record all expenditures in the minutes.*

## **V-P OF LEGISLATION**

*The V-P of legislation should demonstrate leadership on children's issues at the local level by educating PTA members, community members and elected officials about PTA's issues of concern and legislative priorities and goals. The unit legislation chairman provides PTA members with information about PTA positions on current legislation and issues to help members carry out their responsibilities. Units may choose not to promote a California State PTA position, but they must not officially oppose a PTA position.*

## **V-P OF TECHNOLOGY**

*The V-P of Technology is responsible for updating and keeping current, the CVMS PTSA website.*

## **V-P OF WAYS AND MEANS**

*The V-P of Ways and Means is responsible for all fundraising with the exception of the Membership Drive, which is not considered a fundraiser. At CVMS currently, the only fundraising program is Escrip. It is the responsibility of the V-P of Ways and Means to promote and manage the Escrip program and any other fundraising programs approved by the Executive Board.*

## **V-P PROGRAMS**

*The V-P of Programs researches and schedules the guest speakers for all five of the Association Meetings. Topics should be timely and of interest to parents.*

## **V-P MEMBERSHIP**

*The V-P of Membership is in charge of the annual Membership Campaign. This includes collecting dues, developing a membership list and updating the Donor Tree.*

## **V-P OF HEALTH AND SAFETY**

*The V-P of Health and Safety works with the Red Ribbon Week chairman to organize the week's activities. In addition, the V-P assists the school administrators on programs including, but not limited to: drug awareness programs, traffic issues.*

## **V-P OF VOLUNTEERS**

*The V-P of Volunteers works with the Principal's Secretary to distribute to all parents the Volunteer Sign up Sheet. Once parents return those sheets to the school, the V-P of Volunteers compiles lists for committee chairs of parents who are willing to help with that particular committee. The V-P also works with administration to get parent volunteers on an as needed basis for school events.*

## **HISTORIAN**

*The Historian is responsible for recording the number of volunteer hours donated to the school by the PTSA and reporting those hours at the end of the year to the North Coastal Council of PTA.*

## **PARLIAMENTARIAN**

*The Parliamentarian helps the President with any procedural questions that might arise during Executive Board or Association Meetings. In addition, the Parliamentarian is responsible for finding people willing to serve on the Nomination Committee. The Parliamentarian is the only Executive Board member not approved by the Association. The Parliamentarian is appointed by the President and approved by the Executive Board.*

## **CVMS COMMITTEES**

**Academic Enrichment** *(helps teachers where needed with Geography Bee and Spelling Bee)*

**Math League** *(lunch club for children interested in math competitions)*

**Adaptive PE** *(assists PE teacher Kasey Galik in helping physically and mentally challenged students take part in PE)*

**Apple Tree** *(year long program to solicit donations from parents for major projects at school)*

**Awards/Talent Show** *(organizes the Talent Show part of this end of year event)*

**Career Day** *(assists teachers with planning guest speakers from various careers to talk to students)*

**8<sup>th</sup> Grade Promotion** *(helps administrators with programs and certificates for promotion)*

**Hospitality** *(provides water for all Assoc. meetings, organizes Back to School Breakfast/Lunch for teachers, dinner for staff on Back to School Night)*

**Orientation Day** *(works with administrators to run 7<sup>th</sup> grade Orientation in August)*

**Red Ribbon Week** *(works with administrators on planning a week of activities with a say no to drugs theme)*

**Reflections** *(organizes entries from CVMS in this arts competition)*

**Science Olympiad** (*lunch time activity for students interested in science based competitions*)

**Spirit Week** (*works with administrators to plan a week of fun activities for students to build school spirit*)

**Staff Appreciation** (*plans a week of activities to show our appreciation to teachers and staff*)

**Directory** (*works with administrators to produce a listing of students who want to be in the directory: works with V-P of Membership to get the directories to ptsa members*)

**PLEASE NOTE: ALL EXECUTIVE BOARD MEMBERS ARE REQUIRED TO ATTEND ALL MONTHLY BOARD MEETINGS. COMMITTEE CHAIRS ARE INVITED TO ATTEND BUT ARE NOT MANDATED TO.**