

RUN FOR THE BOARD!

It's fun and rewarding!

Our kids need you!

Election Night is October 21, 2020

Click this [link](#) to put your name in the box for PTA Executive Board, email any member of the PTA board, or ask to be nominated on election night.



Duties of Officers

President or Co-Presidents: The president shall preside at all meetings of the Association and shall be an ex-officio member of all committees except the nominating committee. The president shall appoint chairpersons of PTA committees with the approval of the executive board. The president shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all parent and school activities. The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team. The president shall meet regularly with the executive board members in accordance with

these bylaws to plan the agendas for the general membership meetings. The president shall be one of the signatories on checks. **The president shall attend OFEA professional development seminars relating to Association leadership.** The president shall assist with the June transfer of PTA records to the incoming executive board. In the event that the Association elects co-presidents, the remaining executive board members in consultation with the Association will determine which co-president will serve as the core member on the school leadership team and which co-president will serve as the school's representative to the region/district presidents' council. **If the President or Co-President is unable to attend District President's Council meetings and/or SLT, the President or Co-President must transfer all voting rights to a designee of her/his choosing. Designees must be approved by vote of the membership.**

Vice President or Co-Vice Presidents: The vice-president or co-vice presidents shall assist the president or co-presidents and shall assume the president's or co-presidents' duties in his/her or their absence, or at the president's or co-presidents' request. The vice-president or co-vice presidents shall be one of the signatories on all checks. The vice-president or co-vice presidents shall assist with the June transfer of PTA records to the incoming Executive Board.

Secretary or Co-Secretaries : The secretary shall maintain the official record (minutes) of the proceedings and actions of all Association meetings. The secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The secretary shall prepare and read the minutes of each Association meeting and shall make copies of the minutes available upon request. The secretary shall maintain custody of the Association's records on school premises. The secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the Association. The secretary shall assist with the June transfer of all PTA records to the incoming executive board.

Translating Secretary or Co-Translating Secretaries : The translating secretary or co-translating secretaries shall be responsible for reviewing, maintaining and translating all correspondences addressed to and from the Association, web communications, e-mails, **meeting minutes**, and other communications, as necessary.

Treasurer: The treasurer shall be responsible for all financial affairs and funds of the Association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the Association. The treasurer shall be prepared to present and provide copies of financial reports at all Association meetings. The treasurer shall also prepare and provide copies of the interim and annual financial reports. The treasurer shall make available all books or financial records for viewing by members upon request and for audit. **The treasurer shall attend OFEA professional development seminars relating to financial affairs.** The treasurer shall assist with the June transfer of all PTA records to the incoming executive board.

Note: red edits are added/deleted in the revised By-Laws that have not yet been ratified.