

PTSA OFFICER DESCRIPTIONS AND DUTIES

All positions are for one term; however a person can serve two consecutive terms in the same position. A procedural notebook will be provided for every position. Executive Board meetings are held the second Thursday of each month at 8:15am in the Media Center Conference Room.

President- Presides over all PTSA meetings; coordinates work and duties of all board and committee members; is a member of all committees; authorized to sign on bank account; attends monthly local, county and presidents meetings.

1st Vice President, Programs -Presides over meetings in President's absence; creates and oversees any PTSA programs; establishes and maintains business partnerships for the school; performs other duties assigned by the president or association

2nd Vice President, Resources - Responsible for raising money through the sale of Paxon SAS clothing and spirit items at school events, such as Orientation and Open House.

3rd Vice President, Membership- Responsible for generating PTSA Memberships with the goal of 100% member and staff participation; issues all PTSA cards; keeps an updated membership database of all current PTSA members

Treasurer-Responsible for all funds for the association and maintaining and keeping accurate records of all official work; authorized to sign on bank accounts and co-sign all checks; presents financial reports both written and verbal at meetings

Recording Secretary- Responsible for recording minutes of association and keeping accurate records of all official work for the association; chairs the bylaw committee

Corresponding Secretary-Responsible for preparing all written correspondence as needed or as directed by the executive board