

Duties of PTA Executive Board Officers

PTA President

- Preside at all meetings of the association and be an automatic member of all committees, except for the nominating committee;
- Appoint chairpersons of PTA events/committees and support the chairpersons in the planning of events;
- Attend all regular meetings of the District 26 Presidents' Council and be a member of the School Leadership Team;
- Plan the agendas for the monthly Executive Board meetings and general membership meetings;
- Be one of the signatories on PTA checks;
- Attend District 26 professional development seminars relating to association leadership.

First Vice-President (Membership)

- Assume the president's duties in his or her temporary absence or at the president's request;
- Prepare and distribute membership letters within the first 3 weeks of the new academic year and reminders as often as necessary;
- Select, order and distribute the "\$41 for 41" membership incentive (t-shirt, mug etc.);
- Maintain accurate records of membership lists and contributions.

Second Vice-President (Publications)

- Oversee all aspects of publishing the PS 41Q PTA newsletter, *News & Views* (layout, collecting photos and written material, proofing).

Third Vice-President (Fundraising)

- Meet with fundraising company representatives in May and June prior to the beginning of the school year to select the company for the PTA's fall product sale fundraiser;
- Manage the fall product sale fundraiser by distributing the product catalogs and order forms, receiving and verifying all orders, distributing the products and prizes to the students;
- Assist with all other fundraising activities at the school, including International Night.

Fourth Vice-President (Webmaster)

- Maintain and update PS 41Q PTA website;
- Assist parents and teachers in using the PS 41Q PTA website;
- Distribute information and notices provided by the President and Corresponding Secretary via email as required.

Recording Secretary

- Record the minutes at all association general meetings and Executive Board meetings;
- Prepare and read the minutes of each association meeting and distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership;
- Prepare the minutes of each Executive Board meeting and distribute copies at the next meeting for review and approval by the Executive Board.

Corresponding Secretary

- Prepare, distribute, and post notices, sign-in sheets and materials;
- Prepare email notices to the membership and deliver to the Website Manager so that they may be included in email blasts.

Treasurer

- Be responsible for all financial affairs and funds of the association;
- Maintain an updated record of all income and expenditures;
- To be one of the signatories on checks;
- Prepare and present a written report of all transactions at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period;
- Prepare and provide copies of the interim and annual financial reports;
- Review all expense reimbursement requests and receipts and prepare checks for reimbursement of expenses to PTA members;
- Deposit all funds into the PTA bank account and have petty cash available for an event at the request of event chairpersons;
- Attend District 26 professional development seminars relating to financial affairs.

Financial Secretary

- Assist the treasurer in collecting funds and maintaining the financial records of the association and with all duties delegable by Treasurer

Hospitality Committee

- Purchase and prepare refreshments for monthly PTA meeting and the Kindergarten Orientation;
- Purchase and prepare refreshments for Welcome Back Breakfasts and Staff Breakfasts;
- Organize the Staff Appreciation Luncheon;
- Send out greeting cards for staff celebrations or bereavements.

School Leadership Team

The School Leadership Team (SLT) meets on the third Friday of each month at 7:40 am. The responsibilities of the parent representatives of the SLT include: attending the monthly meetings and soliciting ideas from and informing parents regularly about issues being discussed.