



PTC Board Responsibilities



President

- Ensure that all actions of the Executive Board are carried into effect.
- Preside at all General Membership and Executive Board meetings.
- Maintain orderly conduct at General Membership and Executive Board meetings.
- Have general supervision and direction of the business of the Association.
- Co-sign with the Treasurer or Vice-President on checks payable from the Association.
- Represent the Association at District, School or community functions, events or activities.
- Receive notices, correspondence and other communications on behalf of the Association.
- Accept service on behalf of the Association or Executive Board.
- Execute contracts on behalf of the Association, consistent with the direction and approval of the Executive Board.

Vice President

- In the absence or unavailability of the President, be vested with all the executive powers
- In the President's absence, co-sign checks with the Treasurer.
- Perform such duties as may be approved by a majority of the Executive Board or as provided in these Bylaws and any amendments thereto.
- Oversee all chair positions, ensure each role is filled, and responsibilities of chair role are fulfilled.
- Oversee all volunteers for events, snack shack, room parents, etc.
- Oversee silent fundraisers, printing of flyers, and preparation for events
- Chair of the Room Parents Volunteers and Silent Fundraisers (Boxtops, Restaurants Night, etc.)
- Run Room Parent Meeting, put together room parent handbook

Treasurer

- The Treasurer shall be the Chief Financial Officer of the Association and shall:
- Prepare or cause to be prepared on behalf of the Association, appropriate state and federal tax filings so that the Association becomes a non-profit unincorporated association able to receive tax deductible donations under both state and federal tax law.
- Receive all money for the Association and deposit it in the name of the Association, in a depository approved by a majority vote of the Members of the Executive Board.
- Pay out sums signed by at least any two of the Association's authorized signers (President, Vice President, and Treasurer) and shall keep an accurate record of receipts and disbursements.
- Present to the Executive Board a statement of account periodically (at least semiannually) and at other times when requested by the Executive Board or its President, and make an annual report to the Membership at the annual General Membership Meeting regarding the financial status of the Association.
- Receive and issue receipts for all money received and paid by the Association.
- Be responsible for the safekeeping and disbursements of all of the Association's money.
- Ensure a smooth transition to the new Treasurer by preparing a final report, orally and in-writing, and giving all financial information to the new Treasurer.
- Recommending to the President and to the Executive Board what contracts need to be entered into to carry out the purposes of the Association including tax filings to ensure that the Association is a non-profit association able to receive tax deductible donations under state and federal law.
- Perform such duties as may be approved by a majority of the Executive Board or as proved in these Bylaws and any amendments hereto.



Secretary

- Keep an accurate record of the proceedings of all General Membership and Executive Board meetings through the use of minutes which shall be reviewed and approved at subsequent meetings.
- Keep a current copy of these Bylaws.
- Conduct the necessary correspondence of the Association.
- Provide notice of all General Membership and Executive Board meetings.
- Perform such duties as may be approved by a majority of the Executive Board or as provided in these Bylaws and any amendments hereto, including dissemination of candidate Member and election materials for the election of Members to the Executive Board.
- Review scholarship applications and head up committee for review and selection.

Corresponding Secretary

- Prepare and submit on a weekly basis, a brief newsletter to be printed in the School's digital newsletter, Paw Prints.
- Prepare and post updates to social media related to the school's activities. Oversee social media chair, if one is appointed, for posting of all events and activities.
- Provide classified staff with a birthday treat or gift card. The Principal provides birthday treats for certificated staff.
- Perform such duties as may be approved by a majority of the Executive Board or as provided in these Bylaws and any amendments hereto.
- Chair of social media site for Garfield PTC social media accounts

Historian

- Chronicle the events of the school year by preparing and provide a photographic record in the form of some type of scrapbook to be viewed year after year to instill a sense of history and pride in our Association and School.
- Maintaining and updating the Association's bulletin board.
- Attend all events and activities to take pictures
- Perform such duties as may be approved by a majority of the Executive Board or as provided in these Bylaws and any amendments hereto.

Parliamentarian

- Maintain a record of the Bylaws, their changes, additions, or revisions and shall keep a current list of all Board and committee Chairpersons.
- Attend Executive Board, regular and requested committee meetings so as to aid the members in Bylaw questions and to insure proper order observed.
- Perform such duties as may be approved by a majority of the Executive Board or as provided in these Bylaws and any amendments hereto.