

SOMERSET ELEMENTARY SCHOOL PTSA POSITION DESCRIPTIONS OF ELECTED OFFICERS

The duties of the Elected Officers (The Executive Committee) shall be to transact business in the interval between general membership meetings, create standing committees, approve work plans of standing committees, prepare and submit the budget, and approve routine bills within the limits of the budget.

Co-positions shall be entitled to only one voice or written vote at all Board of Directors meetings. The President(s) may vote only in a tiebreaker.

PRESIDENT

- Preside at all meetings.
- Be an ex-officio member of all committees except the Nominating Committee, and may designate the liaison to attend and report back for any said committee meetings if committee chair is unable to attend BOD meeting and give a status report.
- Sign all binding agreements.
- Disseminate and communicate all information received pertinent to PTSA programs.
- Perform all duties pertaining to the office as specified in the Uniform Bylaws of the Washington State PTA.
- Send the agenda for the meetings to the Secretary for distribution
- A member of the Budget Committee.
- Verify that everyone on your team has submitted to a background check and received satisfactory results.
- Attend monthly Executive Committee, Principal and Board of Director meetings.
- Verify that all Board Members have a current (within two years) WSP criminal background check on file with the Bellevue School District.

PRESIDENT-ELECT

- Perform the duties of the President in the absence or inability of that officer to serve.
- Assist the President when called upon.
- In case of vacancy of the office of President, the President-Elect shall fill the vacancy until the completion of his or her elected term.
- A member of the Budget Committee. Participate in the January mid-year financial review.
- Verify that everyone on your team has submitted to a background check and received satisfactory results.
- Attend monthly Executive Committee, Principal, and Board of Director meetings

VICE PRESIDENT

- Committee programs shall include, but not be limited to (1) Welcome Back Coffee, (2) Back-to-School Event, (3) Fall General Membership Meeting, and (4) Spring General Membership Meeting.

- Perform the duties of the President-Elect in his/her absence or inability to serve.
- Assist the President when called upon. Perform the duties of the president in the temporary absence or temporary inability of that officer to serve.
- Verify that everyone on your team has submitted to a background check and received satisfactory results.
- Attend monthly Executive Committee, Principal, and Board of Director meetings.

SECRETARY

- Keep accurate records of all meetings, Executive Committee, Principal and Board of Directors.
- Notify the President of any unfinished business.
- Be responsible for correspondence as designated by the President.
- Keep a complete roster of the membership of all standing and special committees.
- Distribute agendas and meeting minutes to the Board of Directors.
- Keep the Somerset PTSA Master Calendar.
- Assist the President when called upon.
- Verify that everyone on your team has submitted to a background check and received satisfactory results.
- Attend monthly Executive Committee, Principal and Board of Director meetings.

TREASURER

- Serve as chairperson of the budget committee.
- Present the budget to the membership.
- Keep accurate records at all times.
- Provide a quarterly back-up of records on disc (or other storage media) to the President.
- Receive, issue receipts and deposit promptly in an authorized account all monies, and disburse according to the approved yearly budget.
- Present a written financial statement at each executive meeting and Board of Directors meeting and at such other times as requested by the President or Board of Directors.
- Close all books as of December 31 and submit the books and records to a mid-year financial review in January of each year. The review committee will include no fewer than three members appointed by the president(s). The review committee will not include persons authorized to sign on the PTSA bank account for the period being reviewed.
- Close all books as of June 30 and submit the books and records to a financial review committee of no fewer than three members appointed by the President. The review committee shall not include persons authorized to sign on the PTSA bank account for the period being reviewed.
- Work with fundraising-related committees and serve as an ex-officio member of those committees.

- The current treasurer is responsible for filing IRS Form 990 or Form 990EZ or Form 990-N prior to November 15th and showing a copy to the board by November 1st of each year.
- Perform such other duties as directed by the President.
- Verify that everyone on your team has submitted to a background check and received satisfactory results.
- Attend monthly Executive Committee, Principal and Board of Director meetings.