

Lake St. George Elementary PTA Positions

- A. Elected Officers of LSG PTA, known as the **Executive Committee**, shall be as follows and each is entitled to one vote on the board.

1. ***President***

- a. Shall serve as the presiding officer and presides over executive and general meetings.
- b. Prepares a written agenda for each Board and General meeting.
- c. Acts as the liaison with the Principal.
- d. Coordinates with all the Board members, officers and committees of the PTA to promote the objective of the PTA.
- e. May appoint chairmen and members of committees, subject to ratification of the executive committee.
- f. Interacts with National PTA, other local PTA chapters and the district on issues affecting Lake St. George Elementary school and the PTA.
- g. Acts as the spokesperson for the LSG PTA at district meetings.
- h. Is an authorized signer on the PTA checking account and not related by blood, marriage or reside in the same household as the other authorized signers for the association's financial accounts.
- i. Perform such other duties as may be prescribed in these bylaws or assigned by the association.
- j. Is the official LSG PTA representative authorized to sign contracts/legally binding documents.
- k. Prepares the new board member packets and new parent packets.
- l. Oversees the establishment of the Nominating Committee. The Nominating Committee:
 - i. Is comprised of at least 3 and always uneven number of current PTA members
 - ii. Shall be elected at the February/March general membership meeting.
 - iii. Shall keep all discussions of the committee confidential.
 - iv. May nominate a Nominating Committee member, but that member must leave the room while their name is under consideration, returning when the vote is to be taken.
 - v. Duty is to submit the name of one qualified individual for each elected office, having first obtained the person's consent.
 - vi. Shall be provided a copy of the bylaws, standing rules and national, state and county PTA guidelines for its use.
 - vii. Shall present the proposed slate of Executive Committee officers to the Board for information only, prior to the elections.
 - viii. The Nominating Committee chairperson shall present the proposed slate of officers at the general membership's annual election meeting.
 - ix. Members may not serve more than two consecutive terms.

- x. It is recommended that a nominated President serve a minimum of one year on the LSG Executive Committee prior to serving as President. It is also recommended that any Executive Committee member serve a minimum of one year on the LSG Executive Board prior to serving on the Executive Committee.

2. Vice-President, Community Involvement

- a. The VP of Community Involvement works with a committee and other chairpersons to plan the year's complete PTA programming. The duties and responsibilities of the VP of Community Involvement include but are not limited to:
 - i. Attends all Executive Board and Association meetings.
 - ii. Coordinates closely with the Treasurer to ensure proper handling of all funds.
 - iii. Is a member of the Budget Committee.
 - iv. Is an authorized signer on the LSG PTA checking account.
 - v. Works with local businesses to get donations for all PTA events and programs.
 - vi. Reports updates, changes, etc., to/from their committee chairs to/from the rest of the board when necessary.
 - vii. Submits a plan of work for each of their committees to the board.
 - viii. Presides over the following committees:
 - 1. Fall Festival
 - 2. Family Programs, such as Breakfast with Santa, Mother/Son Night, Daddy/Daughter Dance, All Pro Dads, Threshers Nights, etc.
 - 3. Parent / Caregiver Education
 - 4. Hospitality
 - 5. Staff Appreciation

3. Vice-President, Ways and Means

- b. The VP of Ways and Means shall ensure that the PTA raises sufficient funds to meet its annual objectives. The duties and responsibilities of the VP of Ways and Means include but are not limited to:
 - ix. Attends all Executive Board and Association meetings.
 - x. Ensures that the efforts of fundraising are well integrated with those of other programs and committees.
 - xi. Coordinates closely with the Treasurer to ensure proper handling of all funds.
 - xii. Is a member of the Budget committee.
 - xiii. Is an authorized signer on the LSG PTA checking account.
 - xiv. Works with local businesses to get donations for all PTA events and programs.
 - xv. Reports updates, changes, etc., to/from their committee chairs to/from the rest of the board when necessary.

xvi. Submits a plan of work for each of their committees to the board.

xvii. Presides over the following committees:

1. Fundraising Committee
2. Fall and Spring Fundraisers
3. Box Tops for Education
4. Holiday Shop
5. Give Back Nights
6. Other miscellaneous fundraising events

4. Corresponding Secretary

- a. The Corresponding Secretary acts as the group secretary for board members handling individual correspondence of the board with other groups and individuals and is a replacement in the event of the absence of the recording secretary. The duties of the Corresponding Secretary shall include but are not limited to:
 - i. Attends all Executive Board and Association meetings
 - ii. Coordinate the correspondence of the PTA and keep the official records of it.
 - iii. Read communications at meetings.
 - iv. Write thank you notes and other correspondence to individuals and groups as requested by the President or Executive Board.
 - v. Pass the Corresponding Secretary's procedure book to the successor
 - vi. Apply for council, district and state awards and achievements with the Membership Chair.
 - vii. Apply for council, district and state awards and achievements with the Corresponding Secretary
 - viii. Oversees the Newsletter Chair

5. Recording Secretary

- a. The Recording Secretary attends all PTA meetings and take record of the minutes and keeps accurate records for the PTA. The duties of the recording secretary include but are not limited to:
 - i. Attends all Executive Board and Association meetings
 - ii. Keeps an accurate record of the attendance and proceedings of all meetings of the association and the Board in a bound book, which is the legal record of this PTA
 - iii. Is prepared to refer to or present minutes of previous meetings
 - iv. Prepares a list of all unfinished business for the President's use
 - v. Records all expenditures in the minutes

- vi. Keeps a current copy of the bylaws and standing rules
- vii. Sends out notices of Executive Board meetings
- viii. Acts as custodian of all records, except those specifically assigned to others, and promptly delivers all records to successor.
- ix. Provides motion slips at meeting.
- x. Responsible for stating whether a quorum is present at all general and board meetings.

6. Treasurer

- b. The Treasurer is responsible for preparing the yearly budget, maintaining financial records, reporting on financial status, and ensuring the yearly audit is performed. In addition, the Treasurer pays all bills as authorized in the bylaws and is responsible for preparing all required insurance and tax returns on behalf of the PTA. The duties and responsibilities of the Treasurer include but are not limited to:
 - i. Attends all Executive Board and Association meetings.
 - ii. Attends the Florida PTA Leadership Conference
 - iii. Studies carefully all references to duties and finances in the local and state bylaws.
 - iv. Keeps an accurate and detailed account of all monies received and disbursed.
 - v. Presents a financial report at general meetings of the Association, Executive Board meetings or when requested by the Association or the Executive Board. The report should include the following:
 - 1. Beginning balance from the last report
 - 2. List if all receipts in detail and total of those receipts
 - 3. List of all disbursements, itemized and totaled.
 - 4. Ending balance as of the date of the report.
 - vi. Refer this financial report to the auditor or Audit Committee, who should report to the association at such time as the bylaws may require.
 - vii. Match beginning balance of Treasurer's report with the ending balance of the previous executive meeting. All accounts such as savings, special project accounts, certificate of deposit accounts shall be reported in the same manner at all meetings.
 - viii. Report each fundraising activity, with the cost for the activity as well as the profit.
 - ix. Document all items purchase by the PTA for cost, ownership and liability.
 - x. Receive all monies and deposit them in a timely manner in a bank approved by the executive board of the association. This account is in the name of the PTA. Never deposit monies in a personal bank account or in the school account.
 - xi. Issue receipts for all monies received.
 - xii. Reconcile bank statements monthly upon receipts.
 - xiii. Make disbursements as authorized by the association in accordance with the budget adopted by the association. All bills must be paid by check, never cash. Checks cannot

be written unless sufficient funds remain in the budget category to cover the expenditure. If not, a budget amendment must be passed by the general membership prior to issuing the check. Two signatures are required on all checks.

- xiv. Credit the amount of the dues covering state and national portions to the state fund which is entered into the local treasurer's book. State and national portions of the dues are forwarded to the Florida PTA Office without authorization by the association.
- xv. Work with the membership chair to forward state and national dues to the state office on a monthly basis.
- xvi. Finalize the annual report at the end of the fiscal year and give it to the Audit Committee along with other records for the audit.
- xvii. Present the finalized annual report, audit report at the first meeting of the new school year for adoption by the association.
- xviii. The Treasurer will preside over the Budget committee.
- xix. Submit IRS Form 990, 990N or 990EZ prior to November 15th.
- xx. Arrange for the transfer of all records, reports and files to the new Treasurer in a timely manner.
- xxi. Forward the Annual Report to the appropriate PTA office.
- xxii. Pay insurance annually by September 30th.
- xxiii. Submit the DR5-Tax Exempt Form at least 6 months prior to expiration date.
- xxiv. See Accounting Policies/Procedures Section for other requirements.

7. Historian

- c. The duties and responsibilities of the Historian include but are not limited to:

- xviii. Attends all Executive Board and Association meetings.
- xix. Oversees the production of the Yearbook, maintains a PTA scrapbook and manages yearly collection of memorabilia.

B. Appointed Officers/Chairs of LSG PTA, shall be as follows and each is entitled to one vote on the board.

1. Membership Chair

- a. The Membership Chair builds and informed and participating membership by enrolling parents, teachers, and interested citizens and assures that membership lists and dues are collected. The duties shall included but are not limited to:
 - i. Attends all Executive Board and Association meetings.
 - ii. Attends the Florida PTA Leadership Conference
 - iii. Selects a Membership committee and meets in the summer to plan for membership enrollment.

- iv. Begins membership enrollment early, Kindergarten registration, first PTA meeting, etc. Sends a letter to parents the first day of school or sets up membership tables at all PTA and school functions.
- v. Gives out membership cards.
- vi. Works with the treasurer to send membership lists along with dues to Florida PTA and National PTA.
- vii. Prepares at least six copies of each alphabetized membership list. One is to be left in the PTA office, and one each for the Recording Secretary, PTA President, Treasurer and Principal.
- viii. PTA membership lists are not to be released to outside interests.
- ix. Continue membership drives throughout the year.
- x. Apply for council, district and state awards and achievements with the Corresponding Secretary.
- xi. Keeps a procedure book to pass on to the next Membership Chair

2. Volunteer Chair

- a. The Volunteer Chair manages all the volunteer needs and committees of volunteer workers of the PTA. Duties include but are not limited to:
 - i. Attends all Executive Board and Association meetings.
 - ii. Recruits parents, grandparents, community members, etc. for school and classroom programs, including media center and book fair volunteers.
 - iii. Coordinates teachers' needs with volunteers' schedules and talents.
 - iv. Organizes a volunteer database and provides board members and committees with lists of appropriate volunteers with matching interests and talents.
 - v. Coordinates and hosts a volunteer orientation to familiarize volunteers with the school and their jobs.
 - vi. Coordinates volunteer of the month recognition and volunteer of the year award.
 - vii. Coordinates the end of the year volunteer breakfast/luncheon.
 - viii. Assists with the 5 star award and appropriate school and PTA awards.

3. Hospitality Chair

- a. The Hospitality Chair is the official host of the PTA unit and, with a committee, has the responsibility of establishing a friendly, comfortable atmosphere at PTA meetings and events. The Hospitality committee helps to create a sense of belonging that invites members to become involved in PTA activities. Duties include, but are not limited to:
 - i. Attends all Executive Board and Association meetings.
 - ii. Refreshments for every general association PTA Meeting.
 - iii. Collaborates with VP's and Chairs on hospitality needs.
 - iv. General Assembly Childcare
 - v. Special needs for Board Members and staff, as budget permits, not limited to the following:
 1. Sympathy - sending a sympathy card and flowers (up to \$40) upon the death of a staff member, staff member's spouse or child, or parent of a student.
 2. Retirement - purchasing a gift certificate in the amount of \$50 for school staff members with at least three years of service at Lake St. George Elementary.
 3. Office Staff - will acknowledge office staff during Secretary's week.

4. Newsletter, Website and Facebook Chair

- a. The Newsletter Chair is responsible for helping the PTA communicate within itself and to chair duties shall include but are not limited to:
 - xi. Keeps a calendar of events and distributes that calendar to the PTA and to the school community through the PTA newsletter and other methods.
 - xii. Shall oversee and coordinate the following:
 1. Newsletter
 2. Marquee, with Principals permission
 3. Bulletin Board
 4. Website and Facebook
 5. Business Directory

5. All Pro Dad's Club

- a. Shall coordinate committee for All Pro Dads events and aid in educating and encouraging dads to be the best fathers possible by being involved in the education of their children. The chair's duties shall include but are not limited to:
 - i. Organize father/son and father/daughter activities/events
 - ii. Dads Night Outs
 - iii. All Pro Dads

6. Give Back Night Chair

- b. Shall coordinate committees for Give Back Nights/Events. The chair's duties shall include but are not limited to: Planning, scheduling, promoting and tracking of money in regards to any Give Back events.