

Executive Board Job Descriptions

Please review this brief description of the current executive job duties. This is only a representation or generalization of their duties. The positions are not limited to the descriptions listed. This is only intended to help you make suggestions of people that may be good nominees for these jobs.

President – The President presides over all PTA meetings and should become familiar with the by-laws that are in place. They work closely to support each of the executive board members and are responsible for filling each of the PTA committee chair positions.

1st VP Programs – VP assists the President and coordinates the programs / speakers / events we may have throughout the year. As examples: Dads & Donuts, Spring Luncheon

2nd VP Budget – **This is a 2 year job.** This person works closely with the President and Treasurer to keep the planned budget on track and up to date as the year progresses. They are responsible for planning budget meetings to review and allocate funds according to the by-laws and long range plan on an as needed basis. In addition, monthly reports are presented at PTA meetings.

3rd VP Ways & Means – VP is in charge of overseeing all the fundraising efforts of Wilchester PTA in accordance with by-laws and philosophies. Including, but not limited to, the family and corporate underwriting campaigns. They facilitate the distribution of the 3-part form in addition to working closely with many committee members dealing with fundraising events. They are also responsible for marketing many of these events to both Wilchester families and our corporate sponsors. An annual review of the Underwriting Policies should be conducted.

Treasurer – **This is a 2 year job.** The Treasurer works closely with the President, Budget VP, school staff and many committee members. They are responsible for keeping the financial records, receiving funds and making distributions according to the approved budget. They also file quarterly sales tax returns with the state and annual informational returns with the IRS.

Secretary – The Secretary records and distributes the minutes from each PTA meeting. They keep accurate record of attendance, especially when a quorum is needed for voting purposes. They are to become familiar with by-laws and have a current copy available at all meetings.

Corresponding Secretary – This is typically a school staff position. They are responsible for sending any correspondence that the President may request on behalf of the PTA.

Parliamentarian – This position is held by the past President. They will advise the presiding President and serve as chair of the Nominating Committee to replace the presiding board.