

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 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 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.

2nd VP Programs – VP assists the President and coordinates the programs / speakers / events we may have throughout the year. As examples: Dads & Donuts, Rodeo Day and Spring Luncheon

3rd VP of Communications – VP is responsible for overseeing the following Standing Committee members: Facebook, Website, Directory, Newsletter, Technology, Public Relations and Communication. The appointed person is also responsible for helping to bridge the gap between the PTA Executive Board, Standing Committee members and the Wilchester Community. Along with the President, they will provide a sense of direction and execute a plan of communication to the families, staff and community relating to PTA events and activities.

Treasurer – The Treasurer works closely with the President, Budget Coordinator, 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. The Treasurer position is traditionally maintained for 2 years, however is voted on each year by the PTA. Treasurer & President pick a Budget Coordinator that also remains in the position for 2 years to help the alternating transition in/out of Treasurer position.

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.