

PRESIDENT:

Serving as PTA president includes the responsibility to lead the PTA toward specific goals chosen by its members. The goals must be consistent with the policies and purposes of the PTA. The president is the presiding officer and the official representative of the association. The president will approve all communication from the PTA in conjunction with the principal. The president will take ownership of all decisions made by the Board and convey the decisions to the members.

The president shall:

- A. Preside at all meetings of this organization, the executive board, and attend District 96 board meetings or send a representative from the executive board;
- B. Be a member ex-officio of all committees except the nominating committee and, if authorized to sign checks, the audit committee;
- C. Sign all legal documents, including contracts;
- D. Appoint members to special committees;
- E. Be responsible for other duties as may be assigned by the organization or the executive board;
- F. Delegate the work of the organization to other officers or chairpersons as may be appropriate;
- G. Coordinate the work of the officers and committees in order that the Purposes may be promoted; and
- H. Will have completed the Illinois PTA President's Course before election or within six (6) months of election.

In addition to the duties outlined above in the by-laws the President shall:

1. Manage overall objectives and strategies of PTA.
2. Act as liaison between parents and principal/staff.
3. Coordinate with Treasurer to ensure all annual PTA bills are paid on-time (insurance, IRS, membership dues).
4. Be responsible for signing the organization's checks in absence of the Treasurer.
5. Register the Board with District 28 PTA president and ensure that District 28 PTA president has the correct Blythe Park PTA contacts.
6. Attend all District PLT (Parent Leadership Team) meetings and communicate information as needed;
7. Attend and/or assign a representative to attend Board of Education meetings and communicate meeting information to the organization;
8. Create agenda and facilitate monthly executive board meetings and monthly general membership meetings. Invite chairpersons to executive board meetings to present event and program information.
9. Responsible for gathering national PTA news and disseminating to organization.
10. Collaborate with Board to create PTA yearly calendar and attend District calendar meeting (May).
11. Collaborate with Board to create PTA yearly budget.
12. Assist the Board in recruiting chairpersons
13. Speak at events as needed

VICE PRESIDENTS

Stated in by-laws –

The vice president(s) shall act as aide(s) to the president, and shall in their designated order perform the duties of the president in the absence or inability of that officer to serve.

FIRST VICE PRESIDENT – Membership and Volunteers

In addition to the duties outlined in the by-laws, the First Vice President shall:

1. Perform the duties of the President in the absence or inability of the officer to serve.
2. Sign all legal documents, including contracts, if the president is unavailable for more than three (3) days.
3. Responsible for promoting membership. Educates families on the benefits of joining PTA.
4. Organize and run the PTA membership drive.
5. Responsible for reporting membership numbers to the state PTA.
6. Responsible for requesting payment from the treasurer and submitting forms for state membership dues.
7. Recruit, assign, and coordinate chairpersons with assistance (if needed) and approval of Board.
8. Recruit, assign and coordinate room parents with approval of Board.
9. Collaborate with Board to create PTA yearly calendar.
10. Collaborate with Board to create PTA yearly budget. Responsible for setting membership goals and recommendations for budget.
11. Attend all General Membership and Executive Board Meeting. Provide membership updates during meetings. Keep the Board and general membership informed of volunteer needs.

SECOND VICE PRESIDENT – Academic Enrichment Programs

In addition to the duties outlined in the by-laws, the 2nd Vice President shall:

1. Prepare multiple recommendations for academic enrichment events and programs in preparation for annual planning. Recommendations must be given to president to present to staff for input in May before annual budget meeting.
2. Book all PTA educational entertainment, including but not limited to workshops, assemblies, author visits, etc.
3. Collaborate with Board to create PTA yearly calendar.
4. Collaborate with Board to create PTA yearly budget. Prepare budget recommendations for academic enrichment events and programs.
5. Assist the Board in recruiting chairpersons.
6. Attend all General Membership and Executive Board Meeting. Keep the Board and general membership informed of academic enrichment programs.

THIRD VICE PRESIDENT – Fundraising

In addition to the duties outlined in the by-laws, the 3rd Vice President shall:

1. Work with the Board to review current fundraising events and programs (i.e. profitability, number of people required, etc.).
2. Research new ideas and make suggestions to the Board for new fundraising events and programs. Fundraising activities should consider the PTA's current goals and objectives and get the Board's approval. Implement new Fundraising Events and Programs.
3. Research and pursue grant opportunities for the organization with Board's approval or recruit grant writing chair if needed.
4. Oversees all fundraising activities and manages fundraising chairs throughout the year. Coordinates PTA after-school programs.
5. Prepare calendar recommendations for fundraising events and programs (May). Collaborate with Board to create PTA yearly calendar.
6. Prepare budget recommendations for fundraising events and programs. Collaborate with Treasurer to prepare organization's initial annual budget recommendations to be presented to Executive Board.
7. Collaborate with the Board to create PTA yearly budget.
8. Assist the Board in recruiting chairpersons.
9. Attend all General Membership and Executive Board Meetings. Keep the Board informed of fundraising activities.

SECRETARY

The Secretary shall:

- A. Record the minutes of all general membership and executive board meetings of this organization;
- B. Have a current copy of the bylaws;
- C. Have a current membership list;
- D. Conduct correspondence of the organization as directed (thank you cards, congratulations, memorials, etc); and
- E. Perform such other duties as may be delegated.

In addition to the duties outlined in the by-laws, The Secretary shall:

1. Organize annual School Supplies Kit Sale. Work with school supplies vendor and teachers to make school supply kits available.
2. Serve as Hospitality chair for the organization. Responsibilities include:
 - Purchase flowers to be given to the music teacher (bouquet) at Holiday Show; to trumpeter (bouquet) and veterans (single carnations) at Veterans Day Recital; and to director(s) (bouquet) of the Halloween Play and Talent Show.
 - Halloween day treats for each classroom (apples, popcorn, water)
 - Refreshments for meetings as directed.
 - Keep the PTA kitchen orderly and stocked with supplies (plates, cups, napkins, etc.),
3. Assist the Board in recruiting chairpersons for PTA Events and Programs.
4. Collaborate with Board to create PTA yearly calendar.
5. Collaborate with Board to create PTA yearly budget.
6. Attend all General Membership meetings and Executive Board meetings.

TREASURER

The Treasurer shall:

- A. Receive all monies of this organization and keep accurate record of receipts and expenditures;
- B. Place all monies in a depository approved by the executive board;
- C. Pay out funds in accordance with the budget as approved by the membership and authorized by properly Vouchers shall be signed by two (2) persons. Checks shall be signed by the treasurer and one (1) other duly elected and authorized officer;
- D. Present a written financial statement at every meeting of the organization and at other times as requested by the executive board making a full report of the audit and proposed budget at the first general membership meeting of the school year;
- E. Be responsible for the remittance of the state and national portion of the dues paid by each member as directed in Article V of the by-laws;
- F. Provide the checkbook, all bank statements, canceled and voided checks, deposit slips, treasurer's record book and receipt book, check requests and invoices for all disbursements to the audit committee by July 1st;
- G. Be responsible for completion and filing of appropriate forms as may be required by IRS regulations immediately following audit completion and approval;
- H. Not be a member of the audit committee;
- I. Complete an official Illinois PTA Financial workshop; and
- J. Be responsible for paying PTA incorporation dues and insurance,

In addition to the duties outlined in the by-laws, the Treasurer shall

1. Collaborate with the Third Vice President (fundraising) to prepare organization's initial annual budget recommendations to be presented to Executive Board. Have a completed proposed budget for General Membership vote at first general meeting of school year. Responsible for all budget updates and modifications there in.
2. Assist the Board in recruiting chairpersons for PTA Events and Programs.
3. Attend all General Membership meetings and Executive Board meetings.
4. Collaborate with Board to create PTA yearly calendar.

PARLIAMENTARIAN

In addition to the duties outlined in the by-laws, the Parliamentarian shall:

1. Have a copy, and ensure current Executive Board members have copies, of the current by-laws, standing rules and executive board job descriptions.
2. Understand and act on the PTA by-laws of the local organization as well as the state and National rules and regulations.
3. Be responsible for updating the by-laws every two years (i.e. 2010, 2012, 2014, etc) and submit to Blythe Park PTA and local PTA (District 28) for approval.
4. Be responsible for reviewing the standing rules and updating every two years (i.e. 2010, 2012, 2014, etc).
5. Ensure the nominating process is being conducted. Form the Nominating Committee and remain available to assist the committee at their request.
6. Ensure annual audit is conducted. Recruit Audit Committee members. Ensure Audit Committee chairperson presents findings at the first general membership meeting. Audit must be approved before budget can be presented and voted on by the general membership.
7. Make room reservations for PTA events and PTA after-school programs.
8. Assist the Board in recruiting chairpersons for PTA Events and Programs.
9. Collaborate with Board to create PTA yearly calendar.
10. Collaborate with Board to create PTA yearly budget.
11. Attend all General Membership meetings and Executive Board meetings.

COMMUNICATIONS OFFICER

In addition to the duties in the bylaws, the Communications Officer shall:

1. Give a 2 year minimum commitment to this position and train replacement.
2. Responsible for sending payments for the online directory, FeedBlitz account, website hosting and website domain name.
3. Be responsible for maintaining organization's website, including writing, editing, coding site content and ensuring it is up to date and relevant. Maintain site standards with regard to new development.
4. Produce a weekly newsletter during the school year. Send reminders and last call emails based in newsletter content.
5. Monitor and maintain the organization's email account and respond to correspondence in a timely manner.
6. Maintain organization's contact lists.
7. Monitor and maintain the PTA's online school directory.
8. Create annual PTA school print directory.
9. Maintain PTA information on organization's Google Drive and educate the Executive Board on its use.
10. Create, distribute and manage volunteer sign ups, flyers, forms, surveys for PTA events and programs.
11. Work with school librarian to schedule library readers and shelving volunteers through online sign up.
12. Manage online payments systems.
13. Collaborate with Board to create PTA yearly calendar.
14. Collaborate with Board to create PTA yearly budget.
15. Attend all General Membership meetings and Executive Board meetings.