

Patterson PTA Officers Job Descriptions

The officers of the Patterson PTA include a president, vice president of administration, vice president of enrichment, vice president of finance, secretary, and treasurer. These officers comprise the executive board. As described in the PTA bylaws, the duties of these officers are as follows:

President

The president shall:

- Preside at all meeting of this association, the executive board, and the executive committee;
- Be a member ex-officio of all committees except the nominating committee and, if authorized to sign checks, the audit committee;
- Sign all legal documents, including contracts;
- Appoint members to special committees;
- Be responsible for other duties as may be assigned by the association, the executive board or the executive committee;
- Delegate the work of the association to other officers or chairman as may be appropriate;
- Coordinate the work of the officers and committees in order that the purposes of the PTA may be promoted; and
- Have completed the Illinois PTA presidents course before election or within six (6) months of election

Vice President of Administration

The vice president of administration shall:

- Act as an aid to the president and perform the duties of the president in the absence or inability of that officer to serve;
- Oversee the work of committees and their chairpersons that operate in an “administrative” capacity, including but not limited to the following:
 1. Hospitality, including staff appreciation, welcoming and volunteer recognition
 2. Helping hands
 3. Communications
 4. Yearbook
 5. Directory
 6. Room parents
 7. IPPC representative, including legislative information
 8. 5th grade celebration
 9. Field day
 10. Assignment notebooks
 11. Clerical/receptionist staffing
- Be responsible for other duties as may be assigned by the organization or the executive board.

Vice President of Enrichment

The vice president of enrichment shall:

- Oversee the work of the committees and their chairpersons that operate in an “enrichment” or ‘social” capacity, including but not limited to the following
 1. Brown Baggers Book Bunch
 2. Publishing Center
 3. Art Awareness
 4. Birthday Book
 5. Reflections
 6. Parent education
 7. Health
 8. Family fun
 9. Mascot
 10. Community service
 11. Reading programs
 12. Safety
 13. Go green
- Be responsible for other duties as may be assigned by the organization or the executive board.

Vice President of Finance

The vice president of finance shall:

- Oversee the committees and their chairpersons that operate in a “finance” capacity, including but not limited to the following:
 1. Membership
 2. Apparel
 3. Alternative funding
 4. Campbell’s/Box tops
 5. School supply kits
 6. Patterson PTA fundraisers
- Be responsible for other duties as may be assigned by the organization or executive board.

Secretary

The secretary shall:

- Record the minutes of all meetings of this association, the executive board , and the executive committee;
- Have a current copy of the bylaws and Patterson PTA Standing Rules;
- Have a current membership list;
- Conduct correspondence of the association as directed;
- Perform such duties as may be delegated; and
- Work with school office staff to maintain the Patterson PTA website.

Treasurer

The treasurer shall:

- Receive all monies of this association and keep an accurate record of receipts and expenditures;
- Place all monies in a depository approved by the executive board;
- Pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. Vouchers shall be signed by two (2) persons. Checks shall be signed by the treasurer and one (1) other duly elected and authorized officer.
- Present a written financial statement at every meeting of the association and at other times as requested by the executive board making a full report at the first general meeting of the succeeding school year.
- Be responsible for the remittance of the state and national portions of the dues paid by each member as directed in Article V of the bylaws;
- Provide the checkbook, all bank statements, canceled and voided checks, deposit slips, treasurer's record book and receipt book vouchers and invoices for all disbursement to the audit committee;
- Be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service regulations no later than the date established by the regulations;
- Not be a member of the audit committee; and
- Complete an official Illinois PTA financial workshop.

All PTA officers shall:

- Have completed the Illinois PTA Road to Success course before election or within six (6) months of their election;
- Perform the duties prescribed in the parliamentary authority of this association in addition to those outlined in the bylaws and those assigned from time to time; and
- Deliver to their successors all official material prior to the start of the fiscal year with the exception of the treasurer who will deliver materials at the conclusion of the annual audit.