



President

- Prepare Meeting Agendas and Preside over Board and General meetings
- Ensure PTSA organization is maintained including proper creation and filing of minutes and financial statements
- Keep abreast of finances with Treasurer
- Choose Nominating Committee (Board approves) and oversee elections
- Be aware of all programs and fundraising activities
- Help secure leaders for all programs and fundraisers
- Liaison with District 1 PTA, SW PTA and SCPTA
- Liaison with Principal
- Helpful skills – comfortable with public speaking, consensus and team builder, able to confidently keep monthly meetings on track and facilitate any disagreement, good organizational skill

Treasurer

- Oversee development of annual budget with budget committee (created by Treasurer)
- Oversee banking relationship and ensure signature cards are up to date
- Write checks and make deposits weekly
- Maintain financial records using Quicken software and keeping all backup materials organized
- Present financial status at all Board and General Meetings
- Find 3 individuals to prepare annual financial review
- Prepare tax return (990EZ form)
- Secure proper insurance
- Present funding requests as they are received
- Send various forms and reports to SCPTA as requested
- Helpful skills – financial skills (not necessary to be CPA), computer literate, organized

VP Ways and Means

- Next in line if President is unavailable
- Liaison for all activities that generate funds for PTSA
 - School Store
 - Membership
 - Miss Southside Pageant
 - Health Fair
 - 5K Challenge

VP Volunteers

- Liaison between Volunteer Coordinators and Board
- Ensure volunteers are solicited for all programs and fundraisers
- Submit Volunteer hour reports to SCPTA
- Compilation of spreadsheet with Volunteer names and their contact info