

McAuliffe PTA Board Job Descriptions

President: Coordinate work of officers and committees; prepare agenda for and preside at all meetings, represent McAuliffe PTA at all LAUSD PTA Council meeting and at the State PTA Convention; coordinate all PTA activities with principal.

Executive VP: Serve as the primary aide to the president. Perform the duties of the president in the absence or disability of that officer to act. Perform such other duties as may be prescribed in the bylaws or assigned by the association.

Recording Secretary: Record and prepare minutes of all meetings.

Treasurer: Keep permanent records of all financial transactions; prepare monthly financial reports and give presentation at PTA meetings; reconcile bank statements monthly; prepare annual PTA budget with the President; prepare and file annual IRS tax return; remit payment for dues and all bills; prepare annual financial report.

Financial Secretary: Collect, count and deposit all monies collected from all PTA events and programs.

Auditor: Audit books and records of the unit semiannually according to State PTA procedures; present audit report at unit meeting, reconcile bank statement monthly.

Historian: Assemble records (newspaper articles etc.) of PTA activities; tally volunteer hours of the association; prepare the unit annual report.

Parliamentarian: Attend all meetings and give advice on parliamentary procedure as needed according to Robert's Rules and the by-laws of McAuliffe PTA; call meeting of the nominating committee, chair the by-laws committee, and review by-laws annually. (Appointed by the president)

Corresponding Secretary: Send out all necessary correspondence as determined by President; notify board members of any special meetings called by the President. (Appointed by the president)