

**Officers:** Officers of this unit include the president, vice-president, secretary and treasurer. Any elected position may be held jointly by two people. Each co-position holder shall be entitled to one voice and vote at the board of directors meeting. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account.

**Officer responsibilities:**

**President(s):**

- Preside at all meetings of the association;
- Serve as an ex officio member of all committees
- Coordinate the work of the officers and committees of the association in order that the purposes may be promoted
- Complete and submit all requested forms to the Minnesota PTA; and
- Organize details of the PTA meetings

**Vice President:**

- Act as an aide to the president;
- Perform the duties of the president in the absence or inability of that officer to serve;
- Act as the Membership Committee chair; and
- Work with the Communications Committee to promote PTA influence.

**Secretary:**

- Accurately record and prepare the minutes of all PTA meetings and board meetings; and
- Maintain a copy of the current bylaws, copies of agendas, minutes of previous meetings, list of all committees, and a copy of the membership list.

**Treasurer:**

- Prepare the budget for review by the board and adoption by the membership;
- Maintain continuous and direct communication with the board regarding finances;
- Advise board members, volunteer leads and event chairs of their individual budgets;
- Help enforce policy of all finance procedures;
- Prepare financial reports for monthly PTA meetings;
- Prepare annual financial report; and
- Coordinate filing of taxes

**Election of Officers:**

Officers shall be elected at the May general meeting. Officers shall assume their official duties on July 1st of the year they are elected. Officers shall serve for a term of one (1) year with the option of continuing for an additional year with no vote needed. An individual who has served two consecutive terms in the same position IS NOT ELIGIBLE for election to an additional term in the same position. An office/chairmanship shall be declared vacant if that person misses three consecutive meetings, unless otherwise excused by the President(s).

**Standing Committees:** The standing committees of this association are the communications committee, the grant committee, the membership committee and the fundraising committee.

**Committee responsibilities:**

**Communications Committee Chair:**

- Promote/communicate PTA related activities and news
- Manage all public communication including the PTA website and Facebook page
- Moderate content and comments on social media to keep a positive tone
- Support event/program leads in communicating about volunteer openings and other event needs
- Act as the coordinator of classroom representatives

**Grant Committee Chair:**

- Organize and promote grants for the fiscal year
- Manage a committee comprised of no fewer than 5 members
- Receive and process grant applications
- Identify practices that promote confidence in the integrity and impartiality of the grants process.
- Provide an end of year report

**Membership Committee Chair:**

- Establish membership goals
- Design the membership and outreach promotion,
- Update/prepare membership materials for distribution at the beginning of the new school year for school events and meetings.
- Report on membership statistics at first and mid-year PTA meetings

**Fundraising Committee Chair:**

- Works with a committee to plan and organize fundraising activities
- Focuses on raising the amount of funds needed to meet the unit's budget
- Manages Give to the Max campaign goals and objectives
- Manages donation solicitation letters and acknowledgements to donors