

North Woods Parent-Teacher Association/Organization Board Positions and Duties

Executive board is comprised of president, vice president, treasurer, CFO and secretary. This group is responsible for developing the annual budget, establishing and overseeing committees to conduct the work of the association/organization, establishing fundraising programs, and working collaboratively with families, teachers, staff and all members of the school community to reach the goals and objectives established by the association/organization.

Time commitment: In general, an executive board meets once per month. Full association/organization meetings are held approximately six times per year. Each member of the board is responsible for overseeing several programs and events, and would independently provide support to the assigned chairpersons. Additional time is spent communicating via email with fellow board members, staff, and chairpersons, as well as time helping at events throughout the year as needed.

President: Oversee and coordinate the work of all events, programs, chairpersons, and board members so the purpose of organization is served. Serve as the primary contact of the association/organization for the principal, staff, and families, as well as those outside of our school community. Represent the association/organization at meetings outside of the organization. Facilitate all meetings and executive board meetings.

Vice President: Assist with overseeing the committee system of the association/organization. Serve as leader of association/organization meeting if president is not available to attend. Help as needed with programs and events. Ideally, the vice president would prepare to be president next term.

Treasurer: Keep full and accurate account of association/organization receipts and expenditures. Manage association/organization bank accounts (including deposits after events and fundraisers, start up cash for events, reconciliation of payments, etc.). Provide reimbursements for association/organization expenditures. Provide financial update at each association/organization meeting. Prepare necessary information for tax filing. Work with school staff on association/organization-sponsored purchases. Review financials regularly to ensure association/organization stays on track and within budget.

CFO: The CFO is really half of the "check and balance" system with the Treasurer. This position does not write or sign-off on any checks but instead provides a "check" to what the Treasurer position is responsible for. The CFO works with the Treasurer to ensure fiduciary responsibility on behalf of the organization; prepares a monthly report of all income and expenses; provides a quarterly report to the Board; coordinates an audit of the books; works with an accounting firm to complete taxes; maintains non-profit 501(c)3 status; and works with the Treasurer to prepare budget for the following year.

Secretary: Take minutes at association/organization meetings. Prepare and share meeting minutes via website. Prepare agendas for meetings. Manage record keeping for the association/organization. Assist with communication of association/organization news and information.