

Duties and Responsibilities of PTA Offices

All officers shall:

1. Have completed the Illinois PTA Information Course before election or within six (6) months of their election; and
2. Have completed the Illinois PTA Advanced Course before election or within one (1) year of their election.

President

The president or co-presidents shall:

1. Preside at all meetings of this organization, the executive board, and the executive committee;
2. Be a member ex-officio of all committees except the nominating committee and, if authorized to sign checks, the audit committee;
3. Sign all legal documents, including contracts;
4. Appoint members to special committees;
5. Be responsible for other duties as may be assigned by him by the organization, the executive board, or the executive committee;
6. Delegate the work of the organization to other officers or chairmen as may be appropriate;
7. Coordinate the work of the officers and committees in order that the objectives may be promoted; and
8. Have completed the Illinois PTA President's Course before election or within six (6) months of election.

Further, the president or co-presidents shall:

1. Coordinate the activities of the officers and committees in pursuit of the objectives of this unit, the ITPA, and the NPTA.
2. Communicate to the board all pertinent information originated by the NPTA, IPTA, District Director, Arlington Heights Council of PTAs, and/or the Office of the Superintendent of School District 25.
3. Cooperate with the office of the Principal and maintain a cooperative relationship between the school and PTA.
4. Fill board chairmanships by polling current members serving on the board, calling the PTA members who expressed an interest, and advertising available positions in the Ivy Inklings and/or Friday packets.
5. Ensure that all board members are properly equipped with the most recent revision of the PTA Procedure Guide, Bylaws and other publications to assist them in their work.
6. Prepare and distribute agenda for monthly board meetings and any general meetings.
7. Write a letter for each issue of Ivy Inklings.
8. Review Ivy Inklings before publication.
9. Call an executive meeting prior to the September board meeting in order to define goals and objectives for the coming year. Other executive committee meetings may also be called at the discretion of the President.
10. Call an executive meeting before each month's board meeting.
11. Attend all monthly President's meetings.
12. Attend all Council general meetings and the District 37 Fall Dinner, as well as the PTA District 37 Scholarship/Reflections Awards if an Ivy Hill student is a winner.
13. Attend IPTA Convention if possible.

14. Serve as a member of Budget Committee, Excess Funds Committee, Reviewing Committee and any other special committees, with the exception of Nominating Committee.
15. Coordinate activities for American Education Week and Teacher Appreciation Week.
16. Work with the Volunteer Coordinator on the PTA Volunteer sign-up sheets and information to be included in the summer packets.
17. Prepare a detailed End of Year report and submit to the Council President.
18. Outgoing President will arrange ceremony for installation of officers for the following year.

1st Vice President

1. Attend all PTA meetings and, if necessary, chair PTA meetings or events that the President is unable to attend.
2. With the President, review the Procedure Guide.
3. Hold another PTA Board position in addition to this position.
4. Amend Bylaws and Procedure Guide in alternating years.
5. Order flowers for all staff members to wear for the Open House held in September or arrange with the Principal that staff pins are available.
6. Collect and purchase gift for outgoing President(s).
7. In case a vacancy occurs in the office of President, the 1st Vice President shall serve as President for the unexpired term.

2nd Vice President/Scholarship Chairman

1. Attend and chair, if necessary, any PTA meetings or events if both the President and 1st Vice President are not available.
2. Chair the Scholarship Committee.
 - a. Be familiar with the current policies and requirements of the IPTA and the Arlington Heights Council of PTAs.
 - b. Participate in the Arlington Heights Council of PTAs Scholarship Selection Committee in alternating years.
 - c. Publish District 25 Scholarship recipients' names in the Ivy Inklings.
 - d. Make sure the Treasurer sends scholarship pledge money to the Council Treasurer.
3. Hold the position of "Volunteer Coordinator" in addition to holding this position.
 - a. Using the volunteer sheets, create a master list of volunteers for each committee.
 - b. Coordinate collating of the Friday packet and copying needs of teachers.
 - c. Keep a list of all volunteers (both teachers and committee chairmen) who have worked in any capacity during the year for use at the awards tea at the end of the school year.
 - d. Work with the Scholarship Chairman to determine volunteers deserving of the award in the spring.
 - e. Have sign-up information for volunteers to the President by June 1st to be included in the summer mailing.

3rd Vice President/Ways and Means Chairman

1. Attend and chair, if necessary, any PTA meetings or events if the President, 1st Vice President, and 2nd Vice President are not available.
2. Serve as Ways and Means Chairman in addition to holding this position.

- a. Plan and carry out appropriate Board-approved projects necessary to supplement income from PTA membership to meet Ivy Hill PTA budget. Examples include spirit wear, gift wrap, book fair, flower sale and movie night.
- b. Submit dates of projects to Calendar Chairman by the May board meeting.
- c. Select a chairman for each project.
- d. Submit a list of projects that require volunteers to the President by June 1st to be included in the summer mailing.
- e. Keep detailed records of revenue, expenditures and procedures followed for each project. Submit all financial records to the Treasurer for audit.
- f. Deliver all monies received from projects to the Treasurer as soon as possible.
- g. Oversee the holiday gift shop and fun fair committees.

Secretary

The secretary shall:

1. Keep an accurate record in a permanent form of the minutes and of the treasurer's financial statement of all meetings of the association, executive board, and the executive committee;
2. Have a current copy of the bylaws;
3. Have a current membership list;
4. Conduct the official correspondence of the association in triplicate, keeping one copy in the permanent file and transmitting the other to the pertinent board member;
5. Sign delegate credentials;
6. Co-sign checks in the absence of either the president or the treasurer; and
7. Perform such other duties as may be delegated.

Further, the secretary shall:

1. Have the following available for reference at all meetings:
 - a. Copy of Unit Bylaws
 - b. Procedure Guide
 - c. Minutes of previous meetings
 - d. PTA Calendar
 - e. "Robert's Rules of Order, Revised"
2. Provide name tags or name cards for the May Joint board meeting.
3. Provide name cards with board members' positions, which will be used for all board meetings.
4. Handle correspondence for the unit when designated by the board.
5. Be responsible for handling cards and gifts according to procedure
6. In the spring, furnish State Convention Delegates with proper credentials, that the President receives and the Secretary signs.
7. Take minutes of the board meetings and keep attendance records.
8. Establish a calling tree to make reminder calls to each board member regarding the September meeting, and any other meetings at the request of the President. New board members should be telephoned regarding the Spring Joint board meeting.
9. Store records from the 1992 25th Anniversary Celebration, adding a Student Directory and Board list to the collection each year for future reference.
10. Maintain the document "What is Ivy Hill PT A," make copies and distribute.

Treasurer

The treasurer shall:

1. Receive all monies of this organization and keep an accurate record of receipts and expenditures;
2. Deposit all monies in a depository selected by the executive committee;
3. Payout funds in accordance with the budget as approved by the membership and authorized by properly signed expense vouchers. Expense vouchers shall be signed by two (2) persons. Checks shall be signed by the treasurer and one other duly elected and authorized officer.
4. Present a written financial statement to the president(s) and secretary at every meeting of the association and the executive board;
5. Be responsible for the remittance of the state and national portion of the dues paid by each member as directed in ARTICLE V of the bylaws;
6. Provide the checkbook, all bank statements, canceled and voided checks and deposit slips, treasurer's record book and receipt book, vouchers and invoices for all disbursements to the audit committee;
7. 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; and
8. Not be a member of the audit committee;
9. Complete the Illinois PTA ABCs of PTA Finance, and
10. Shall close the books annually as of June 30.

Further, the treasurer shall:

1. Chair Budget Committee and prepare budget to be presented at the June and September board meetings and the September general meeting.
2. Submit a Treasurer's Report for each edition of the Ivy Inklings and each PTA board meeting.
3. Payout PTA funds upon receipt of a voucher signed by the President in accordance with the budget approved by membership.
4. Prepare and submit to the board a mid-year Treasurer's report at the January meeting.
5. Be responsible for counting and depositing money after all fundraising events, if possible, with the chair of that committee.
6. Forward scholarship contributions and dues to cooperative organizations at the appropriate time.
7. Provide Excess Funds Committee with an estimate of excess funds by the April board meeting.
8. Chair the Excess Funds Committee.
9. Publish an End of Year Report and proposed budget in the September Ivy Inklings.
10. Prepare and submit the IRS 990EZ Form - Return of Organization Exempt from Income Tax and the Accompanying Schedule A by the 15th day of the 5th month after the end of the accounting period (November 15).
11. Prepare and submit a Form 1096 and 1099-Misc. for each individual you have paid in income in excess of \$600.00.