Highland PTA Board Position Descriptions

All officers:

- Attend monthly PTA Executive Board meetings (currently Friday, ~8:30-9:30 a.m., once a month)
- Attend 5 General PTA meetings per year (currently one evening every two months)
- Oversee 6-7 designated committees and programs identified at the beginning of the year
- Ensure that questions and concerns from members and committee chairs are addressed
- Work closely with school administration
- Complete 1-3 hours of virtual training provided by the Illinois State PTA

Co-Presidents: Together, the two co-presidents:

- Ensure the purpose and mission of the Highland PTA is being met
- Preside over all General and Executive Board PTA meetings
- Meet with principal monthly to discuss pending issues and plan events
- Prepare and distribute agendas for all General and Executive Board PTA meetings
- Review and sign legal documents and contracts on behalf of the PTA
- Compose and distribute weekly newsletter
- Ensure committee chairs are working in accordance with the purpose of the committee and following budget guidelines
- Represent the PTA at Kindergarten round-up and new family orientation
- Review all fliers prior to release
- Attend approximately five Downers Grove Area PTA Council meetings per year
- Typical time commitment: 5-10 hours per week

Vice President:

- Maintain website and PTA membership management software
- Address technical issues related to PTA member management software
- Update and manage PTA store items and sales
- Use PTA software to “graduate” students and prepare correspondence for new family registration
- Act as aide to the Co-Presidents and assume all duties as assigned
- Perform the duties of the Co-Presidents in the absence or inability of those officers to serve, and represent the Co-Presidents when they are unavailable
- Typical time commitment: 1-3 hours per week

Secretary:

- Record minutes and member attendance at PTA meetings
- Present prior minutes at PTA meetings for review & approval
- Maintain current copy of bylaws & standing rules, and submit revisions to Illinois State PTA
- Prepare and update forms at the beginning of the fiscal year
- Typical time commitment: 1-3 hours per week

Treasurer:

- Keep accurate monetary records, including receipts and expenditures
- Prepare the annual budget, as approved by the board during the summer and adopted by the membership

- Pay invoices and issue reimbursements based on the budget approved by membership
- Present current financial statement at all PTA General and Executive Board meetings
- Coordinate with Vice President of Finance to track all monies coming in and going out of the PTA accounts
- Ensure national and state membership dues are paid as directed by National and Illinois State PTA
- File appropriate tax forms with the IRS
- Remit membership dues to Illinois State PTA
- Prepare materials for annual audit by Audit Committee
- Administer American Education Week program
- Typical time commitment: 2-5 hours per week

Vice President of Finance

- Assist Treasurer in management of PTA monies
- Receive money for deposit into bank and make bank deposits
- Maintain accurate records of receipts
- Coordinate with Treasurer to track all monies coming in and going out of the PTA accounts
- Typical time commitment: 1-3 hours per week