Baldwin PTA: Board Member Roles & Responsibilities

President. The president shall:

- coordinate the work of this PTA's executive board and committees in order that the purposes may be promoted;
- preside at all executive board and membership meetings;
- confirm quorum is present at all executive board and membership meetings before conducting business;
- confirm secretary and parliamentarian are present at all meetings, and appoint temporary
  replacements when necessary, before conducting business;
- not vote, unless vote will change outcome to make or break a tie, or vote is by ballot;
- appoint the chair of each standing and special committee, subject to the approval of the
  executive board, unless otherwise provided in these bylaws;
- be authorized to sign on bank accounts, and access accounts electronically unless prohibited by terms of employment;
- be authorized to sign contracts approved by the executive board;
- be listed as the principal officer and be authorized to sign tax documents, unless prohibited by terms of employment;
- appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account, to review each account statement, and complete the Statement Review by Non-Signer checklist;
- represent the Local PTA as a delegate to Council PTA;
- appoint the financial reconciliation committee, as outlined in the Fiscal Accountability article; and
- serve as an ex-officio member on all committees except nominating and financial reconciliation committees.

Per our current org chart the President is in charge of the Nominating Committee (but cannot participate), attends Vertical Team Meetings, attends ACPTA meetings or appoints a delegate, overseas communication (Monthly ROAR & Social Media), maintains the website

or works with the webmaster volunteer, organizes General Meeting programing, promotes Advocacy, and Baxter the Bobcat

First Vice President (Fundraising). The vice president shall:

1. be responsible for aide-to-the-president; fundraising; and

2. preside in the absence of the president (in their designated order)

Per our current org chart the VP of Fundraising is in charge of the Committee Chairs coordinating: Spirit Shop, HEB Gift Cards, Family Benefactors, Business Boosters, Corporate Matching, Engraved Paver Program (every other year, even years), Spirit Nights, Carnival, BASH, Support While You Shop

Second Vice President (Membership). The vice president shall:

1. be responsible for membership; and

2. preside in the absence of the president (in their designated order)

Per our current org chart the VP of Membership is in charge of the Committee Chairs coordinating: Room Parents/Volunteers, Kinder Playdates, Watch D.O.G.S., and Tears and Cheers Reception

Third Vice President (Programs). The vice president shall:

1. be responsible for programs; and

2. preside in the absence of the president (in their designated order)

Per our current org chart the VP of Programs is in charge of the Committee Chairs coordinating: Care & Share, Reflections, Yearbook, Great Leaps, Family Fun Nights, Beautification, Scholarship Program

Secretary. The secretary shall:

1. confirm all executive board members have registered with Texas PTA within 15 days of their election or appointment;
2. file names of delegates and alternates with the Council PTA secretary before the first regular delegate meeting, and submit any changes in writing prior to the next delegate meeting, in order to be eligible to vote;
3. send, or cause to be sent, executive board and membership meeting notices;

4. be responsible for correspondence;
5. record the minutes of all executive board and membership meetings;
6. present the Statement Review by Non-Signer Reports at each executive board meeting;
7. have a current copy of the PTA bylaws and, if applicable, standing rules;
8. confirm the executive board has reviewed and the membership has adopted the Texas PTA PTA/PTSA Records Retention Policy annually;
9. confirm that all executive board members have signed the PTA Confidentiality, Ethics, and Conflict of Interest Agreement;
10. maintain the required PTA documents including:
    - those that must be annually reviewed by the executive board and adopted by membership (unless policies are incorporated into the standing rules): 1. records retention policy,
      2. the e-commerce policy,
      3. the social media guidelines;
    - approved plans of work;
    - the Confidentiality, Ethics and Conflict of Interest Agreement adopted and signed
      by all executive board members;
    - certificates to confirm all executive board members have completed all required
      FOUNDATIONS training;
    - membership rosters, which shall not be released to outside interests; and,
    - any other documents deemed necessary by this PTA's Records Retention Policy;
11. collect and preserve documents relating to the PTA's history;
12. present a written summary of all PTA's events, programs and significant information at the
    annual meeting, if no historian; and,
13. not be a member of the financial reconciliation committee.

Per our current org chart the Secretary is in charge of the Committee Chairs coordinating: Teacher Appreciation, Grants for Growth, and School Supplies

Treasurer. The treasurer shall:

1. have custody of all the PTA funds;
2. serve as the budget and finance committee chair;

3. present IRS confirmation of the appropriate Form 990 acceptance at the first executive board meeting;
4. present a written and verbal financial report at regular executive board and membership meetings, and as requested by the executive board or membership;
5. maintain books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks in accordance with the records retention policy;
6. make disbursements in accordance with the budget adopted by the membership;
7. be authorized to sign on bank accounts and access accounts electronically;
8. be authorized to sign tax documents, if the president is prohibited by terms of Employment;
9. present a preliminary annual report, showing budget to actual, at the annual meeting;
10. present next fiscal year's proposed budget for adoption by the membership at the annual meeting;
11. file electronically and have accepted the appropriate Form 990 within 60 days of fiscal year-end;
12. complete and file all additional tax documents; and
13. present books of account and records to the financial reconciliation committee.

Per our current org chart the Treasurer is in charge of the Audit Committee, Budget Committee, and Financial Reconciliation Committee

Parliamentarian. The parliamentarian shall:

1. advise the chair, executive board, and members on questions of parliamentary procedure;
2. serve as ex-officio on the bylaws (and standing rules, if applicable) review committee;
3. schedule first nominating committee meeting and provide committee the required
   information on the nomination and election process; and
4. vote only when the vote is by ballot.

Principal. The principal or their designee shall:
1. be a graduate of BASICS Principals in lieu of FOUNDATIONS; and, 2. attend all meetings.