



## Nancy Young PTA

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### DUTIES OF NYE PTA ELECTED OFFICERS

The **President** shall:

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

The **Vice President(s)**

- Shall act as aide(s) to the president, and shall in their designated order perform the duties of the president in the absence or inability of that officer to serve.

The **1<sup>st</sup> Vice-President** shall oversee the responsibilities of the following Standing Committee Chairs:

- Educational Enrichment Committees
- Membership and Communications Committees
- Health and Wellness Committees

The **2<sup>nd</sup> Vice-President** shall oversee the responsibilities of the following Standing Committee Chairs:

- Social Committees
- Ways and Means Committees
- Service Committees

The **Recording Secretary** shall:

- Record the minutes of all meetings of this association, the executive board, and the executive committee
- Have a current copy of the bylaws
- Have a current membership list
- Perform such duties as may be delegate

The **Corresponding Secretary** shall:

- Conduct correspondence of the organization as directed
- Perform such duties as may be delegated.

The **Treasurer** shall:

- Receive all monies of this association and keep an accurate record of receipts and expenditures;
- Place all monies in a depository approved by the executive board;
- Pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. Vouchers shall be signed by two (2) persons. Checks shall be signed by the treasurer and one (1) other duly elected and authorized officer.
- Present a written financial statement at every meeting of the association and at other times as requested by the executive board making a full report at the annual meeting
- Be responsible for the remittance of the state and national portion of the dues paid by each member as directed in ARTICLE V of these bylaw
- Provide the checkbook, all bank statements, canceled and voided checks, deposit slips, treasurer's record book and receipt book, vouchers and invoices for all disbursements to the audit committee
- 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
- Not be a member of the audit committee
- Complete an official Illinois PTA Financial workshop.