

Ambler Avenue Elementary PTA
Organization Meeting
Parent Center
October 27, 4 PM

Agenda

Call to Order

10th District PTSA

Appointment of Secretary (Pro Tem)

Welcome and Introductions

New Business

- Vote to become a PTSA
- Adopt Bylaws

Tenth District PTSA

Tenth District PTSA

Membership Drive

Election

- President
- Vice President
- Secretary
- Treasurer
- Financial Reviewer

Job Responsibility

President:

- Oversees and coordinates the work of an executive board to run a PTA effectively
- Presides at PTA board and association meetings
- Serves as the official contact, communicator and representative of a PTA
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Serves as ex-officio member of all committees except the Nominating Committee
- Works with other PTA leaders to connect families, school and community to support student success

Vice President:

- Works as the primary aide to the president
- Helps lead a PTA toward specific goals consistent with PTA purposes and policies
- Performs president's duties in their absence
- Carries out other duties outlined in unit bylaws and standing rules or as assigned

Treasurer:

- Maintains permanent records to track unit funds and financial transactions
- Chairs budget committee and prepares annual budget for adoption by the association
- Pays all PTA bills as authorized by board or association
- Prepares reports for every board and association meeting and an annual financial report
- Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates

Secretary:

- Take minutes at board and association meetings
- Co-signs documents with president: authorizations for payment, resolutions and formal letters
- Handles PTA correspondence as directed by the president
- Maintains and preserves PTA records and important documents to pass on at the end of the term

Financial Reviewer

- Reviews the books and financial records of a PTA to determine their accuracy
- Presents written reports on financial reviews to the board for review and the association for adoption
- Uploads copies of adopted financial reviews to the document retention system as indicated in unit bylaws

Vote to Open a Bank Account

Announcements

New Unit President
Principal

Adjournment

Tenth District PTSA