

PTA Roles and Responsibilities

Note: All Officer positions and Committee Chair positions for 2016-2017 school year are open. Please email ptawilliamselementary@gmail.com to express your interest. Elections will be held soon.

PTA Officers: President, President Elect, Vice-President, Secretary, and Treasurer

PTA Board: All officers and Committee Chairs

President:

- Works with School Leaders and the PTA Board to determine and implement the goals, events, and activities for the school year.
- Presides over all meetings of the Parents' Association and the Parents' Association Board
- Serves as an ex-officio of all Parents' Association committees
- Exercises general supervision and leadership over the affairs of the Association
- Supports the various school functions
- Advocates for students, parents, staff, faculty and administrators with primary intent to optimize our children's learning environment

President Elect

- Acts as an aide to the President
- Performs the duties and exercises the powers of the President in the absence of the President
- Assumes the office of President of the Parents' Association for the next school year

Vice-President

- Acts as an aide to the President and President Elect
- Performs the duties and exercises the powers of the President in the absence of the President or President Elect

Secretary

- Attends all Parents' Association Officer meetings
- Takes and types the minutes of the meeting and emails the finished minutes to the President for approval. Makes any necessary changes, and then e-mails the minutes to the other Officers.

Treasurer

- Maintains custody of all funds of the Parents' Association
- Keeps an accurate record of receipts and expenditures. Disburses funds of the Association.
- Works with the President to create an annual budget for the Parents' Association
- Presents the budget to the Parents' Association Board for approval
- Obtains/monitors monthly income statements and balance sheets.
- Works with Accountant to ensure the timely filling of taxes.