

Glasgow PTA Executive Board Officer Position Descriptions

President (Required by the Internal Revenue Service, Virginia and Glasgow PTA Bylaws)

- Preside at all meetings of this PTA.
- Coordinate the work of the officers and committees of this PTA, in order that their purposes may be promoted; be available to assist with all work as needed.
- Perform other such duties as may be prescribed in the Bylaws of this PTA.
- Serve as an ex officio member of all committees of this PTA except the Nominating Committee.
- Regularly maintain and respond to all correspondence directed to this PTA. Maintain PTA email account for use for all PTA correspondence. Regularly check for PTA mail and messages sent to the Glasgow main office.
- Regularly communicate -- in person, email and phone -- with the Glasgow Principal and his assistant, the front office staff, and the Executive Board of this PTA.

Treasurer (Required by the Internal Revenue Service, Virginia and Glasgow PTA Bylaws)

- All duties and responsibilities as outlined in the Bylaws of this PTA.
- Have custody of all funds and finances of this PTA.
- Keep a full and accurate account of receipts and expenditures.
- Make disbursements as authorized by the president, executive board, or general membership in accordance with the current, adopted budget.
- Issue checks or vouchers signed by two (2) officers, preferably the treasurer and president.
- Present a written financial statement at every meeting of this PTA and at other times when requested by the executive board.
- Prepare an annual financial report at the close of the fiscal year.
- Have the accounts examined according to the auditing procedures outlined in the Bylaws of this PTA.
- Submit a copy of the fiscal year-end audit report to the Virginia PTA state office.
- Submit all financial forms per IRS regulations, and to the Virginia PTA state office.
- Remit all required membership fees to the appropriate PTA office.
- Perform other delegated duties as assigned.
- Perform other such duties as may be prescribed in the Bylaws of this PTA

Secretary (Required by the Virginia and Glasgow PTA Bylaws)

- Record the minutes of all meetings of this PTA.
- Keep the official copy of the Bylaws of this PTA in his/her files.
- Maintain a membership list as required by Virginia PTA (in consultation with Membership coordinator for this PTA).
- Perform other delegated duties as assigned.
- Perform other such duties as may be prescribed in the Bylaws of this PTA

1st VP-Organization and Outreach

- Act as aide to the president.
- Perform the duties of the president in the absence or inability of that officer to act.
- Perform other delegated duties as assigned.

- Maintain contact with the committees that fall under this position's oversight; be available to assist with all work as needed.
- Maintain contact with other branches of the PTA, and other organizations whose purposes and opportunities reflect those of this PTA.
- Perform other such duties as may be prescribed in the Bylaws of this PTA; in particular, in the case of a vacancy occurring in the office of the president during an unexpired term, this officer shall automatically become president.

2nd VP-School Activities

- Act as aide to the president.
- After the 1st VP, perform the duties of the president in the absence or inability of that officer to act
- Perform other delegated duties as assigned.
- Maintain contact with the committees that fall under this position's oversight; be available to assist with all work as needed .
- Perform other such duties as may be prescribed in the Bylaws of this PTA

3rd VP- Communication

- Act as aide to the president.
- After the 2nd VP, perform the duties of the president in the absence or inability of that officer to act
- Perform other delegated duties as assigned.
- Maintain all forms of communication with the Glasgow community, included but not limited to: Liaise with Glasgow Principal regarding notifications for weekly Gazette; maintain website and social media platforms; maintain listserv; send Twitter and text announcements.
- Perform other such duties as may be prescribed in the Bylaws of this PTA