Officers & Chairperson

Positions	Descriptions
President	- Serves a two-year term - Manages overall activities of PTA - Creates meeting agendas - Facilitates monthly meeting - Creates and distribute monthly PTA newsletter (working with partnership coordinator) - Assist and meets with committee chair when necessary - Helps to establish yearly PTA budget - Approval of any financial situation
Vice President	- Serves a two-year term - Will assume all responsibility in the absence of the president - Recruit PTA committee chairs when needed
Treasurer	- Two-year term - Responsible for all financial affairs and funding - Submits a monthly financial report during PTA meetings - Is an authorized signer for PTA checks - Informs committee of budgeted funds - Prepares records for Annual Financial Review - Reports Annual Financial Review at next meeting with other Treasurer Reports - Submits copy of Annual Financial Review to WI PTA for good standing. - Remits dues through MemberHub - Reconciles checking account with receipts monthly - Submits 990-N postcard electronically to the IRS by Nov 15 and reports postcard to WI PTA for good standing by December 1
Secretary	- Two-year term - Maintains the official record of the proceeding meeting minutes - Prepares and provides copies of the minutes at monthly meetings - E-mails minutes to president and partnership coordinator prior to next meeting

Membership Chairperson	• Responsible for creating and executing the annual membership drive • Create incentives and/or uses WI & National PTA's supplied promotional material to advertise the value of PTA • Reports membership at monthly meetings • Assists in setting the cost of membership • Evaluates membership bundles and value for members • Ensures that the treasurer or president remit dues through MemberHub monthly
Volunteer Chairperson	● Works in partnership with the membership chairperson and partnership coordinator ● Assist with committees in finding volunteers for events and programs ● Ensures volunteers are appreciated ● Assist in training volunteers for specific events or in general PTA expectations