# Officers & Chairperson

<table>
<thead>
<tr>
<th>Positions</th>
<th>Descriptions</th>
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| 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 |