**PARENT-TEACHER ASSOCIATION of EWSIS**

Available Officer Positions: Duties & Responsibilities

**President/Co-Presidents**

* Presides at all meetings of the association
* Appoints chairpersons of PTA committees with the approval of executive board
* Attends all regular meetings of the District 25 High School Presidents’ Council
* Core member of the School Leadership Team
* Meets regularly with executive board to plan agendas for general membership meetings
* Signatory on checks
* Represents the PTA on district committees (or assigns a designee)

**Vice-President (Membership)**

* Chairs the Membership Committee and generates a list of Members in Good Standing
* If Co-President becomes incapacitated, is removed, or resigns, the Vice-President will assume the powers and responsibilities of the Co-President until the Co-President is able to resume office or until a replacement is voted in by the membership

**Secretary**

* Maintains official record of proceedings and actions of all association meetings, including notices, agendas, sign-in sheets and material distributed.
* Prepares minutes of each association meeting in time for review and adoption at next appropriate meeting. Make minutes available upon request
* Maintains log of all amendments to by-laws; ensures copies are on file in principal’s office
* Assists Treasurer with June transfer of all PTA records to incoming executive board

**Treasurer**

* Responsible for all financial affairs and funds of the association
* Maintains updated record of income and expenditures
* Signatory on checks
* Adheres to and implements all financial procedures established by association
* Provides financial reports at all association meetings
* Make available books/financial records for member viewing upon request and for audit
* Prepares and assists Secretary with June transfer of PTA records to incoming executive board

**School Leadership Team Parent Member**

* Responsible for attending monthly School Leadership Team meetings
* Must attend once a year DOE training meeting to qualify for $300 remuneration
* Assists with the establishment of the school’s Comprehensive Education Plan