

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 Signatory on checks
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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
- Signatory on checks
- 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

Shared responsibilities including but not limited to:

- 1) Must attend all PTA General meetings held once a month during the school year.
- 2) Must attend all PTA Executive Board meetings held once a month during the school year.
- 3) Fundraising:
 - a) contacting local stores, business and other shops for donations.
 - b) emailing donation letter of requests, etc.
 - c) selling merchandise/food to raise money for the PTA during the school year (ie: concession stands during a school's event, etc).
 - d) buying refreshments to serve during PTA events