

## **RRCS PTA Position Descriptions**

### **President**

Leads all PTA General Body and Executive Board meetings; prepares meeting agendas; meets with School Principal as needed to discuss the needs of the school and the PTA's plan of action. The effective President has the kind of schedule that allows him/her to visit the school 2-3 times per week prior to close of business and be available for most (if not all) PTA meetings and major school events. The effective President also possesses a cooperative nature, has excellent oral communication skills, is good at fostering relationships, and is comfortable with communicating in front of groups.

### **Vice President**

Leads and coordinates the Annual Membership Campaign and ensures that parents and teachers have easy access to paying dues and completing membership forms; assists the President as needed in official PTA affairs. The effective Vice President has the kind of schedule that allows him/her to visit the school 2-3 times per week prior to close of business and be available for most (if not all) PTA meetings and major school events. The effective Vice President also possesses excellent oral communication skills, is good at fostering relationships, and is comfortable with communicating in front of groups when necessary.

### **Secretary**

Keeps an accurate, concise, and permanent record of all proceedings at all Board and General Body meetings, to include Executive Board member attendance; shares meeting minutes and proceedings with the General Membership Body and corresponds with all members as necessary. The effective Secretary has the kind of schedule that allows him/her to visit the school 2-3 times per week prior to close of business and be available for most (if not all) major school events. The effective secretary also possesses excellent written communication skills, word processing skills, and knowledge of sending information electronically.

### **Treasurer**

Is the authorized custodian of all funds of the PTA. Duties include keeping financial records and preparing reports to comply with State PTA policies as well as local, state and Federal laws. The effective Treasurer has experience in accounting and finance procedures, creating spreadsheets, and reading banking statements. The effective Treasurer also has the kind of schedule that allows him/her to visit the school and bank 2-3 times per week (prior to close of business) for collection and depositing of funds and be available for most (if not all) PTA meetings and major school events.

