

NORTH EAST ISD COUNCIL OFFICER JOB DESCRIPTIONS

(Including but not limited to)

PRESIDENT

- Help extend PTA work into all parts of the Council PTA territory, keeping such work in harmony with the Texas PTA plan;
- Shall coordinate the work of the officers and committees, in order that the Purposes may be promoted;
- Confirm that a quorum is present before conducting any business at any meeting of the Council PTA;
- Preside at all meetings of the Council PTA;
- Be authorized to sign contracts that have been approved by the executive board;
- Be listed as the principal officer and be authorized to sign tax documents;
- Confirm the executive board has reviewed and the membership has adopted the Texas PTA PTA/PTSA Records Retention Policy annually;
- Appoint chairs of special committees, subject to the approval of the executive board;
- Be authorized to sign on bank accounts as one of two required signatures on all checks;
- Appoint an executive board member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
- Represent the Council PTA as prescribed by the Area 7 PTA rules;
- Represent the Council PTA as a voting delegate at Area PTA meeting(s) and the Texas PTA convention;
- Send the Council Activity Report form to the Texas PTA as determined by Texas PTA;
- Confirm that all Council PTA officers and chairs are graduates of the current Texas PTA Leader Orientation or have completed the course by October 15, after their election or appointment;
- Send the names and addresses of the Council PTA officers and chairs to the Texas PTA Office by May 1 each year;
- Appoint a financial reconciliation committee, subject to the approval of the executive board; and
- Serve as ex-officio member of all committees except the nominating and financial reconciliation committees.

Newly-Elected President

The newly-elected president, within thirty (30) days after the election meeting, shall call a meeting of the newly-elected officers to:

- Appoint a historian and a parliamentarian, subject to the approval of the executive board;
- Appoint standing committee chairs, subject to the approval of the executive board; and
- Conduct any other business as shall become necessary.

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VICE PRESIDENTS

First Vice President - be the aide-to-the-president, and preside in the absence of the president (in the designated order)..

Second Vice President - be in charge of advising the Local PTAs, and preside in the absence of the president (in the designated order).

Third Vice President - be in charge of programs, and preside in the absence of the president (in the designated order).

Fourth Vice President - be in charge of ways and means (Fundraising), and preside in the absence of the president (in the designated order).

SECRETARY

- Record the minutes of all meetings;
- Keep an accurate record of attendance at executive board meetings;
- Keep a current copy of the bylaws;
- Be responsible for the correspondence of the Council PTA;
- Keep a list of delegates and alternates for each Local PTA in membership, which shall not be released to outside interests;
- Keep an accurate list of the names of the Local PTAs in membership;
- Keep the names and addresses of the members of the executive board, Local PTA presidents, principals with Council PTA membership, and superintendent(s) within the Council PTA boundaries;
- Maintain records retention policy;
- Maintain the adopted ethics/conflict of interest policy as signed by the current executive board members; and
- Maintain a list of the names of Council PTA officers and standing committee chairs who have completed the Texas PTA Leader Orientation, with the dates each course was completed.

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TREASURER

- Have custody of all funds of the Council PTA;
- Be responsible for the maintenance of such books of account and records as conform to the requirements of Article VI, Section 4;
- Make disbursements in accordance with the budget adopted by the Council PTA voting body;
- Sign on bank accounts as one of two required signatures on all checks;
- Present a financial report, both written and verbal, at every meeting of Council PTA and as requested by the executive board or the voting body;
- Make a full report at the annual meeting;
- Keep a record of each Local PTA's Federal Employer Identification Number (EIN);
- Keep books of account and records including bank statements, cash receipts, budgets, invoices, paid receipts and canceled checks for in accordance with the records retention policy;
- Complete and file all necessary tax documents and;
- Present the books to the financial reconciliation committee as requested.

PARLIAMENTARIAN

- Advise the presiding officer on questions of parliamentary procedure, and vote only when the vote is by ballot.

HISTORIAN

- Collect and preserve documents relating to the history of the Council PTA, and present a written report to the association as the official history to be adopted at the annual meeting.