

PTA Job Descriptions

Key Role – President

- Oversees and coordinates the work of an executive board to run a PTA effectively
- Presides at PTA board and association meetings
- Serves as the official contact, communicator and representative of a PTA
- Designated as an authorized signer for PTA checks, contracts and authorizations for payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTA leaders to connect families, school and community to support student success

Key Role – PTA Secretary

- Takes minutes at board and association meetings
- Co-signs formal papers with president: authorizations for payment, resolutions and formal letters
- Handles PTA correspondence as directed by the president
- Maintains and preserves PTA records and important documents to pass on at the end of the term

Key Role – Treasurer

- Maintains permanent records to track unit funds and financial transactions
- Chairs budget committee and prepares annual budget for adoption by the association
- Pays all PTA bills as authorized by board or association
- Prepares reports for every board and association meeting and an annual financial report
- Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates

Key Role – Executive Vice President

- Works as the primary aide to the president
- Helps lead a PTA towards specific goals consistent with PTA purposes and policies
- Performs president's duties in his or her absence

- Carries out other duties outlined in unit bylaws and standing rules or as assigned

Vice President of Membership

The PTA membership chairman/vice president works with the membership committee to plan the annual membership campaign. The membership chairman/vice president is responsible for creating and implementing a membership plan, promoting membership throughout the year, providing membership reports at PTA board and association meetings, collecting dues, and distributing membership cards. Obtain (from predecessor and unit president) and study materials related to performing the duties of membership chairman/vice president:

- Membership campaign plans from past years, including goals, themes, calendars, budgets, final membership numbers, etc. Download or obtain the Membership section of the California State PTA Toolkit to learn the basics of PTA membership, responsibilities, campaign planning and available resources. Contact council or district PTA for current membership information, due dates, incentives and awards offered.
- Attend PTA training designed for membership chairmen/vice presidents. Meet with the membership committee, appointed by the president-elect, before the beginning of the school year. Work closely with the school principal, the unit president and the membership committee members.
- Suggested committee members could include: principal, treasurer, teacher, hospitality chairman, public relations/publicity coordinator, room representative coordinator and students (essential in a secondary PTA).

Vice President of Programs and Events

- Works with committee and other chairmen to plan and organize programs for the school year
- Collaborates with principal, PTA president, other committee chairmen and campus student groups to coordinate, plan and implement programs
- Develops annual program calendar and presents it at PTA association meeting for adoption
- Publicizes approved program calendar using newsletters, website, social networks and school handbook
- Oversees and delegates volunteer recruitment for implementing and running programs

Vice President of Ways and Means

- Works with a committee, appointed by the president, to plan and organize fundraising activities
- Focuses on raising the amount of funds needed to meet the unit's budget
- Presents reports on proposed fundraising activities at board and association meetings for approval

Key Role – Auditor

- Chairs a committee to audit the books and financial records of a PTA semi-annually to determine their accuracy
- Presents written reports on audits to the board for review and the association for adoption
- Forwards copies of adopted audits to council/district PTA as indicated in unit bylaws

Key Role – Historian

- Captures, assembles and preserves record of activities and achievements of a PTA
- Collects volunteer hours for PTA meetings and events
- Completes and submits the PTA Unit-Annual Historian Report to council/district PTA
- Displays or presents brief overview of PTA year at meeting near the end of the school year

For more detailed information regarding each job description please visit: [**www.capta.org**](http://www.capta.org)