

## LARSON PTA BOARD MEMBER DUTIES 2011

### President

- Coordinate officers and committees
- Confirm quorum at all meetings
- Preside over meetings
- Appoint historian and parliamentarian
- Appoint committee chairs subject to approval of executive board
- Sign on bank accounts
- Call meeting of newly elected officers within 30 days after election at general meeting
- Represent Larson PTA as delegate to Arlington Council of PTAs
- File with Council secretary names of other delegates prior to Oct. 1
- Confirm all officers are graduates of Texas PTA Leader Orientation
- Notify Texas PTA of new officers annually
- Appoint audit committee
- Serve as ex-officio member of all committees except nominating and audit committees
- Liaison with principal to confirm all calendar information and communication
- President and principal must approve all PTA communication, including E-tales, Polaris, and flyers
- Oversee collection of all Plans of Work
- Attend Texas PTA Summer Seminar or designate others to do so
- Attend AISD Council of PTAs Founders Day Banquet in February. Invite Principal, Assistant Principal, Life Members, and Mrs. Larson. Mrs. Larson will need transportation.
- Attend AISD Council of PTAs Installation Luncheon in May, both incoming and outgoing President. Invite Principal.
- Coordinate PTA Packet for distribution first or second week of school
- Organize and oversee Kindergarten Roundup in April with Principal and office staff
- Assist the website coordinator in making sure that all Larson PTA Website postings are accurate, appropriate, and approved by the Larson principal
- Attend Presidents and Principals luncheon hosted by Council of PTAs in August – invite Principal

### First VP

- Assist the President
- Preside in the absence of the President
- Help President with Board and General Meeting Agendas
- Assist in creating and updating the Larson PTA calendar, including meeting with President and Principal at beginning of the school year
- Serve as liaison between President and Larson PTA Website Coordinator
- Manage and coordinate Larson Scholarship application and selection process
- Assist the President in creation of General Meeting Power Points, including all sponsorship ads
- Assist the President with coordinating PTA Packet for distribution the first or second week of school

### **Parliamentarian**

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

### **Delegates to Arlington Council of PTAs**

*Reports to President and First VP*

- Attend all Arlington Council of PTAs meetings or send alternate
- Assist the President in all Larson obligations to the Council, including refreshment obligations and dues payments

### **North Star Cluster Rep**

*Reports to President and First VP*

- Represent the Larson PTA with the President at the North Star Cluster meeting
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### **Second VP Programs**

- Order pizza, purchase drinks and desserts, and set up food sales for each PTA General Meeting. Obtain change from Treasurer.
- Assist President and First VP in setting up for PTA General Meetings
- Coordinate General Meeting performances with President, teachers, orchestra, band, and music
- Recruit groups to lead the pledge, such as boy scouts
- Works with the President, Principal, and Special Events Coordinator to coordinate special events such as parent education presentations and student motivational productions
- Coordinate and oversee committee chairs: Accelerated Reader, Arts in Education, Special Events/Parent Ed, Registration Chair, School Supplies, and Talent Show. If they cannot fulfill duties, please assist them. If there is no one assigned to a position, you are not required to fulfill all the duties of that position, but you will decide what to do with regard to that position after consultation with the President and the PTA Board.

### **Accelerated Reader**

*Reports to Second VP Programs*

- Coordinates items for Accelerated Reader store and keeps it stocked
- Attends and coordinates every AR Store, and assists Volunteer Coordinator in recruiting volunteers
- Coordinates Accelerated Reader program with librarian
- Posts classroom and individual student top performances
- Assists librarian in promoting Accelerated Reader program to teachers and students
- Distributes updated reports to teachers
- Coordinates with Field Days Chair for AR Points redemption toward concessions tickets
- Keep class point totals updated and posted outside of Library

- Track, verify and award 100% Participation awards to each qualifying class, Top 5 Points Earned per grade
- Promote store through flyers and morning announcements

### **Arts in Education**

#### *Reports to Second VP Programs*

- Coordinates Larson Reflections contest in the Fall
- Determines Larson Reflections contest deadlines utilizing Arlington Council, Texas, and National PTA Reflections deadlines
- Prepares, copies, and distributes all Reflections flyers
- Works with E-Tales and Website Coordinator to ensure all instructions and deadlines are communicated to parents and students
- Recruits judges for each category, recognizes winners of each level and returns all submissions to students

### **Special Events/Parent Ed**

#### *Reports to Second VP Programs*

- Usually a member of Larson's faculty
- Maintains Parent Education library
- Works with the President, Principal, and 2<sup>nd</sup> VP Programs to coordinate special events such as parent education presentations and student motivational productions

### **Registration Chair**

#### *Reports to Second VP Programs*

- Coordinate all PTA aspects of Larson Registration in August with Coordinators of Garage Sale, School Supplies, Membership, Spirit Sales, Volunteer Apps with Drivers License Copies, Yearbook, Directory Data Entry and Checkout
- Recruit volunteers for all positions
- Advertise Registration and Sneak-a-Peek in coordination with E-Tales, Website, and Marquee Coordinators
- Coordinate Call-out advertisement with Principal
- Coordinate Sneak-a-Peek in August
- Create master spreadsheets for each day of sales, AM and PM, and balance to cash received with Treasurer
- Distribute appropriate spreadsheets and/or registration paperwork to coordinating chairs (School Supplies, Yearbook, etc.)

### **School Supplies**

#### *Reports to Second VP Programs*

- Communicate in early Spring with school supply company and obtain contract for President's signature
- Verify school supply list for the following school year with Principal in January
- Coordinate school supply pre-sale in Spring prior to Kindergarten Roundup

- Sell school supplies at Kindergarten Roundup
- Coordinate school supply delivery in August with front office
- Sell extra school supply packs at Registration, Sneak-a-Peek, and first day of school
- Coordinate school supply delivery to classrooms prior to Sneak-a-Peek
- Coordinate and distribute all flyers
- Always count money with another PTA board member and maintain a spreadsheet of all sales
- All money should be counted on Larson property and kept in the Larson PTA safe
- Establish procedure for payment and order collection
- During sale time, stop by office daily to retrieve order forms and money

## **Talent Show**

### *Reports to Second VP Programs*

- In July or August, determine Talent Show and try-out date, coordinating with Principal and President, for placement on the Larson PTA calendar
  - Coordinate tryouts, including recruiting judges for tryouts
  - Prepare, copy and distribute all flyers for try-outs and Talent Show
  - Work with E-tales Coordinator to notify parents of tryout and Talent Show dates
  - Prepare and copy Talent Show program
  - Recruit someone to run the sound system and lights
  - Recruit two high school or junior high students to work as stage hands
  - Hire someone to video the event and prepare DVDs
  - Coordinate with Programs VP, Treasurer, and Volunteer Coordinator for the sale of popcorn, drinks, candy, and DVDs on the night of the Talent Show
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## **Third VP Membership**

- Determine annual membership theme
  - Create posters or other membership drive advertisements
  - Create membership form for the year and send it to the President in August
  - Ensure deadlines meet Early Bird Deadline Requirements of Texas PTA
  - Be familiar with requirements at txpta.org
  - Create spreadsheet with all members and payments for submission to Texas PTA
  - Distribute any rewards to student winners of the membership drive campaign
  - Prepare ballot in early January for Life Member nominations
  - Work with President to notify Arlington Council of PTAs of Life Member recipients for Founders Day Banquet in February
  - Award Life Members at March General PTA meeting, obtain certificates, and purchase flowers.
  - Update Life Member plaque in Larson office.
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## **Fourth VP Hospitality**

- Coordinate and plan Teacher Luncheon in August

- Purchase or make decorations for Thanksgiving lunch in November—decorate morning of event.
- Confirm that Volunteer Coordinator has recruited volunteers to sell tickets at Thanksgiving lunch. All money and change is provided by cafeteria staff (but you will probably need to bring extra quarters).
- Purchase decorations for Breakfast with Moms and Breakfast with Dads, and give decorations to cafeteria manager. Cafeteria staff will decorate morning of event.
- Create and distribute flyers for Thanksgiving lunch, Breakfast with Moms, and Breakfast with Dads.
- Coordinate “Pie Day” in December for teachers in the Teachers Lounge
- Order cookies and purchase and prepare lemonade for PTA Open House Art Gallery.
- Reserves restaurant space and sends out invitations for PTA Board luncheons—Holiday Luncheon and Spring Luncheon.
- Plan, coordinate, decorate, and set up any special receptions sponsored by PTA such as: retirement celebrations, new administrator receptions, and teacher-of-the-year celebrations.
- Order treats and coordinate Senior Reception in May, including ordering and purchasing small gifts for all graduating seniors (historically gift has been a Larson thumb drive).
- Coordinate and oversee committee chairs: Teacher Appreciation, Inspiration/Sunshine, and TGIF. If they cannot fulfill duties, please assist them. If there is no one assigned to a position, you are not required to fulfill all the duties of that position, but you will decide what to do with regard to that position after consultation with the President and the PTA Board.

### **Inspiration/Sunshine**

#### *Reports to Fourth VP Hospitality*

- Prepare inspirational message or quote for each Board and General PTA Meeting
- Coordinate with the President to provide meals, flowers, or cards as appropriate to be sent to PTA Board Members in need or experiencing hardship
- Birthday cards for each teacher placed in their box
- Coordinate with Hospitality VP for special celebrations such as retirement and teacher of the year to provide cards and flowers

### **Teacher Appreciation**

#### *Reports to Fourth VP Hospitality*

- Assist with Teacher Luncheon in August
- Determine events and advertise Teacher Appreciation Week in the Spring
- Prepare, copy, and distribute all flyers for your events
- Coordinate one or two TAKS test lunches for teachers in April—order and deliver food and drinks.

### **TGIF Coordinator**

#### *Reports to Fourth VP Hospitality*

- Coordinate TGIF teacher lunch delivery program
- Recruit as many volunteers as possible for TGIF program

- Prepare volunteer schedule using teacher lunch schedule
  - Follow-up with teachers to confirm that all deliveries are arriving in a timely fashion
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### **Fifth VP Public Relations**

- Submit pictures to Star-Telegram in accordance with Star-Telegram deadline. Make sure you have permission from all parents whose children are pictured.
- Notify AISD communications department of big events and submit pictures.
- Assist the President, the Principal, and all Public Relations Coordinators in all public communication with parents and the Larson and AISD communities.
- Coordinate and oversee committee chairs: Directory, DATE LION Editor, Website Editor, Yearbook, Marquee, E-Tales. If they cannot fulfill duties, please assist them. If there is no one assigned to a position, you are not required to fulfill all the duties of that position, but you will decide what to do with regard to that position after consultation with the President and the PTA Board.

### **Directory**

#### *Reports to Fifth VP Public Relations*

- Obtains contact information for students having parental permission for inclusion in directory in late September
- Obtains all Sponsorship Ads from Sponsorship Coordinator
- Prepares Larson Directory
- Coordinates all printing and distribution of Directory to PTA members

### **DATE LION Editor**

#### *Reports to Fifth VP Public Relations*

- Designs template for DATE LION
- Recruits and oversees student staff
- Attends all major school events to take photographs, both during and after school hours, or sends designee
- Coordinates all printing and distribution of DATE LION to students

### **Website Editor**

#### *Reports to Fifth VP Public Relations*

- Coordinate with President, First VP, and all other PTA Board Members to update the PTA calendar and PTA programs included on the Larson PTA website
- Obtains all Sponsorship Ads from Sponsorship Coordinator for posting on website
- President will assist the website coordinator in making sure that all website information is accurate, appropriate, and approved by the Larson principal

### **Yearbook**

#### *Reports to Fifth VP Public Relations*

- Negotiates contract with yearbook printer and delivers it to President for signature

- Meets all deadlines set forth by the printer for submission of cover and pages
- Attends all major school events to take photographs, both during and after school hours, or sends designee
- Obtains all Sponsorship Ads from Sponsorship Coordinator
- Coordinate and distribute all flyers
- Always count money with another PTA board member and maintain a spreadsheet of all sales
- All money should be counted on Larson property and kept in the Larson PTA safe
- Establish procedure for payment and order collection
- During sale time, stop by office daily to retrieve order forms and money
- Coordinate yearbook delivery to classrooms, placing each student name inside yearbook prior to classroom delivery
- Sell extra yearbooks on first come, first serve basis after school

### **Marquee**

*Reports to Fifth VP Public Relations*

- Coordinate with PTA President, First VP, Principal, and office staff to keep marquee up to date

### **E-Tales**

*Reports to Fifth VP Public Relations*

- Obtain parent e-mail addresses from Directory Coordinator in September
- Prepare E-Tale form for PTA Packet during the first week of school, instructing parents how they should sign up for E-Tales
- Acquire all Larson faculty and staff e-mail addresses from aisd.net
- Enter all e-mail addresses into mass e-mail program
- Coordinate with PTA President, First VP, Principal, and PTA Board to send out E-Tales regarding school and PTA events
- All E-Tales must be approved by the President and the Principal prior to sending them to parents, faculty, and staff. The typical procedure is: prepare E-tale and send it via e-mail to Principal and President for approval. Send E-Tale that evening or the next day after President and Principal approval.

### **Sixth VP Ways & Means**

- Attend and help coordinate all major Larson PTA fundraising activities including Fall Carnival and Silent Auction
- Attend Fall Carnival and assist the Fall Carnival Coordinator for the entire day, or send designee
- Assist Silent Auction Coordinator in obtaining donated items, inputting them into a spreadsheet, and preparing bid sheets during the month leading up to Silent Auction
- Attends all major fundraiser days at Larson: kick-off assembly, final day of fundraiser for form collection and money-counting date, and fundraiser product and prize delivery and distribution day, or send designee
- Coordinate and oversee committee chairs: Fall Carnival, Silent Auction, Box Tops, Campbell Soup Labels, Spirit Sales, Spirit Nights, Fundraiser, and Sponsorship. If they cannot fulfill duties,

please assist them. If there is no one assigned to a position, you are not required to fulfill all the duties of that position, but you will decide what to do with regard to that position after consultation with the President and the PTA Board.

## **Fall Carnival**

### *Reports to Sixth VP Ways & Means*

- Prepare, copy, and distribute all flyers, and Fall Carnival map/program
- Obtain list of Larson PTA Sponsors from Sponsorship Coordinator to include in Fall Carnival map/program.
- Recruit and coordinate all vendors and booths. The President must sign any contracts
- Appoint Fall Carnival Coordinators for: Games, Prizes, Tickets, Volunteer, Entertainment, and Food
- Obtain DIG TESS and permits from City of Grand Prairie for food and tent
- Order tents, tables and chairs, and dance floor/stage
- Coordinate delivery of jail
- Games: Reserve, rent and pick up games. Make sure all games owned by Larson PTA are in working order.
- Prizes: Order and organize prizes and design prize claim system.
- Entertainment: Recruit and schedule entertainment such as Lamar and Nichols musical groups and dance groups.
- Volunteer: Work with Volunteer Coordinator to recruit enough volunteers for all shifts of carnival and make sure that each volunteer is an AISD-approved volunteer.
- Tickets: Work with Treasurer to develop ticket sales system and ensure that change is available the date of the event
- Food: Coordinate soda donations. Coordinate all food booths including sales, deliveries, and vendors. Make trip to SAMs a few days before event.
- Coordinate with Treasurer in advance for checks needed and money counting after event.

## **Silent Auction**

### *Reports to Sixth VP Ways & Means*

- Silent Auction occurs every two years.
- Send letter with enclosed addressed envelope two months before event to request Silent Auction donations. (This request is also typically included in the Sponsorship letter.)
- Visit area merchants to solicit donations.
- Prepare, copy, and distribute all flyers, including a flyer to parent soliciting donations.
- Talk to Teachers, Room Reps, and Grade Level Reps regarding class donations.
- Input all donations into a spreadsheet, and preparing bid sheets during the month leading up to Silent Auction.
- Attend Silent Auction Set-up.
- Attend Silent Auction for entire time, and work with Treasurer to ensure that there is plenty of change and that debit/credit machine is available.
- Establish bidder registration and check-out procedure
- Prepare thank you note and send it to all donors

## **Field Days**

### *Reports to Sixth VP Ways & Means*

- Coordinate soda donations, food/drink purchases, and order pizza.
- Items sold: Popcorn, nachos, pickles, candy, soda, water, sno cones, hot dogs, and pizza.
- Make trip to SAMs a few days before event.
- Determine whether one free item will be given as an AR store reward and if AR points will be converted to concessions tickets
- Coordinate volunteers and daily setup with help from Volunteer Coordinator.
- Coordinate track and parking setup with Dads Club and Coach Wilson.
- Be available day before event to receive deliveries such as ice delivery.
- Coordinate with Treasurer for change needed, checks needed and money counting after event.

## **Box Tops**

### *Reports to Sixth VP Ways & Means*

- Coordinate Box Tops program, collecting and sending Box Tops in a timely fashion
- Ensure that payment was received
- Prepare, copy, and distribute all flyers for your program

## **Campbell Soup Labels**

### *Reports to Sixth VP Ways & Means*

- Coordinate Campbell Soup Labels program, collecting and sending labels to Campbell's in a timely fashion
- Ensure that payment was received
- Prepare, copy, and distribute all flyers for your program

## **Spirit Sales**

### *Reports to Sixth VP Ways & Means*

- Finalize designs with vendor and obtain approval from PTA President and Principal in early July
- Coordinate printing of all shirts for delivery one week prior to Registration in August
- Recruit volunteers to help sell shirts at Registration and Sneak a Peek, more on the first morning and at Sneak a Peek
- Coordinate and attend sales at all PTA General Meetings and the last Friday of each month
- Coordinate and attend a Spirit Sale for Kindergarten Roundup
- Advertise each Friday after school sale with flyers and E-tales
- Prepare, copy, and distribute all flyers

## **Spirit Nights**

### *Reports to Sixth VP Ways & Means*

- Schedule Spirit Nights at area restaurants
- If contracts are required, have President sign contract

- Prepare, copy, and distribute all flyers at least two days prior to the Spirit Night
- Notify Website Coordinator of Spirit Night date, time, and location
- Notify E-Tales Coordinator of Spirit Night date, time, and location
- Ensure that PTA receives check for its portion of the Spirit Night proceeds from the restaurant

## **Fundraiser**

### *Reports to Sixth VP Ways & Means*

- Negotiates contract with fundraising company with input from President and 6<sup>th</sup> VP Ways & Means, and delivers contract to President for signature
- Meets all deadlines set forth by the fundraising company
- Organizes fundraising kick-off assembly with fundraising company, PTA President, and Principal
- Attends all major fundraiser days at Larson: kick-off assembly, final day of fundraiser for form collection and money-counting date, and fundraiser product and prize delivery and distribution day.
- Recruit 3 other PTA Board members to count money on final fundraiser day. Count money together in the PTA work room. Prepare receipts for each student. Prepare deposit slips, and coordinate large deposit with Treasurer. You will need to arrange for lunch delivery for your volunteers that day, and PTA will pay for it.
- Coordinate and distribute all fundraiser flyers
- Always count money with another PTA board member and maintain a spreadsheet of all sales
- All money should be counted on Larson property and kept in the Larson PTA safe.
- Establish procedure for payment and order collection
- During fundraiser sale time, stop by the Larson office daily to retrieve order forms and money, and place them in the PTA safe until the final date of fundraiser (most forms/money will not be returned until the final day of the sale).
- Coordinate fundraiser product and prize delivery to classrooms
- Distribute prizes to winners and top winners

## **Sponsorship**

### *Reports to Sixth VP Ways & Means*

- Send letter in early September to request sponsors for Larson PTA
- Include Sponsor letter in PTA Packet distributed 2<sup>nd</sup> week of school
- Obtain ads from Larson PTA Sponsors
- Provide ads in .jpg format to PTA President for General Meeting Power Point
- Provide ads in .jpg format to Directory and Yearbook Coordinators
- Provide ads in .jpg format to Website Coordinator
- Prepare thank you note and send with small gift to all sponsors

## **7<sup>th</sup> VP Health & Welfare**

- Organize and work with counselor regarding uniform closet and confirm that she has items for the uniform garage sale at Registration
- Attend Registration and run Garage Sale or send designee

- Coordinate Red Ribbon Week in the Fall with Counselor and Principal
- Make clothing purchases for the clinic (usually underwear purchases)
- Coordinate Angel Tree with Counselor and Assistant Principal
- Coordinate and oversee committee chairs: Cub Care Mentoring Program. If they cannot fulfill duties, please assist them. If there is no one assigned to a position, you are not required to fulfill all the duties of that position, but you will decide what to do with regard to that position after consultation with the President and the PTA Board.

### **Cub Care Mentoring Program**

*Reports to Seventh VP Health & Welfare*

- Update Cub Care forms to be included in the PTA Packet the first week of school, and the Teacher Form to be given to the teachers.
  - Coordinate mentoring program with Counselor
  - Recruit mentor volunteers from the Larson community
  - Train new mentor volunteers
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### **8<sup>th</sup> VP Volunteer Coordinator**

- Prepare the following forms for Registration, Sneak-a-Peek, and to be included in the PTA Packet the first week of school: Volunteer Interest Form, Room Rep Interest Form, Description of Volunteer Opportunities, AISD Volunteer Application, and Dad's Club membership form.
- Schedule a volunteer and room rep instructional meeting in September. Distributing instructions to all Grade Level and Room Reps, paying particular attention to the money-collecting and money-handling procedures. No party money can pass through the PTA account or the Larson AISD accounts.
- Ensure that all PTA Board Members, Grade Level Reps, Room Reps, and other volunteers are AISD Approved Volunteers.
- Recruit and coordinate volunteers based upon Volunteer Interest Forms received.
- Schedule volunteers monthly for the copy room and library.
- Schedule TAKS monitors in April
- Submit 500-hour Volunteer Forms to AISD Community Services. Pick up pins for volunteers and distribute them at Volunteer Brunch.
- Plan and communicate Volunteer Brunch in May to all Volunteers. Purchase door prizes which are reimbursed by PTA.
- Coordinate and oversee committee chairs: Room Reps, Volunteer Aide, and Dad's Club. If they cannot fulfill duties, please assist them. If there is no one assigned to a position, you are not required to fulfill all the duties of that position, but you will decide what to do with regard to that position after consultation with the President and the PTA Board.

### **Volunteer Aide**

*Reports to Eighth VP Volunteer Coordinator*

- Assist the Volunteer Coordinator

- Assist the Volunteer Coordinator in assigning and coordinating Room Reps and Grade Level Reps
- Assist the Volunteer Coordinator in making sure that all Room Reps and Grade Level Reps are approved volunteers
- Confirm that all Grade Level Reps have has Grade Level party coordination meetings
- Help schedule a volunteer and room rep instructional meeting. Assist the Volunteer Coordinator in distributing instructions to all Grade Level and Room Reps, paying particular attention to the money-collecting and money-handling procedures. No party money can pass through the PTA account or the Larson AISD accounts.

### **Grade Level Reps/Room Reps**

*Report to Eighth VP Volunteer Coordinator*

- Plans and coordinates class parties
- Assists teachers in the classroom
- Prepare, copy, and distribute all flyers for class parties
- All parties must be the same for each class in a grade level
- All written communication with parents, including party flyers, must be approved by the Principal and the Lead Teacher for your Grade Level

### **Dad's Club**

*Reports to Eighth VP Volunteer Coordinator*

- Work with Volunteer Coordinator to prepare Dad's Club membership form which is included in the PTA Packet for distribution the first or second week of school.
- Maintain a current contact and e-mail list for all Dad's Club members
- Advise all Dad's Clubs members that they must be approved volunteers
- Coordinate with the President and Principal for Dad's Club work days
- Coordinate Dads Opening Doors events
- Coordinate volunteers to serve Thanksgiving lunch
- Coordinating Holiday Caroling by Dads
- Coordinate with President and E-Tales Coordinator for communications with Larson parents
- Prepare, copy, and distribute any Dad's Club flyers

### **Historian**

- Collect and preserve all documents relating to the history of the association
- Compile and keep a record of events and activities to be presented as the official history of the Larson PTA (use last year's Historian Book as an example).

### **Secretary**

- Record minutes of all Board and General PTA meetings
- Keep an accurate record of attendance at Board meetings

- Be responsible for the PTA's correspondence, coordinating with the President and receiving the President's approval
  - Have a current copy of the Larson PTA Bylaws at all meetings
  - Maintain a list of the names of the Local PTA officers who have completed Texas PTA Leader Orientation, with the date the course was completed
  - Maintain the records retention policy
  - Maintain the conflict of interest policy
  - Maintain a membership list upon receipt from the 3<sup>rd</sup> VP Membership.
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### **Treasurer**

- Designate tax free events at July PTA meeting
- Direct Budget Committee
- Have custody of all funds of the PTA
- Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, canceled checks, and reimbursement forms
- Provide updated and accurate financial reports at all PTA Board and General Meetings, verbally and in writing
- Make disbursements according to budget
- Sign on all bank accounts
- Maintain books
- Complete and file all necessary tax documents
- Present books to the audit committee in the Summer
- Provide change for all PTA sale functions
- Make deposits and assist in counting money after sales or send designee
- Maintain credit card machine and charges associated with it