

Officer Descriptions and Duties

Each term is for **one year**; however a person may serve two consecutive terms in the same position. A procedural notebook is provided for every board position. Executive Board meetings are once a month with other duties performed as needed. All officers shall complete the Texas PTA Leadership Orientation.

President

- Coordinates work of officers and committees.
- Authorized to sign on bank accounts.
- Maintains a procedure book, presents and executes a Plan of Work.
- Chairman of Executive board, and runs all meetings
- Is the ex-officio officer of all committees (thus serves on all PTA committees as needed), except nominating and auditing.
- Serves as the link between parents, staff and PTA members.
- Is familiar with WCE PTA by-laws.
- Distributes materials to appropriate officers and chairmen.
- Sees that all Plans of Work are completed by all officers and chairmen.
- Delegate to vice presidents certain administrative duties.
- Consults with officers and chairman before each meeting to see that all details of meeting are ready as planned.
- Sign all Contracts
- Attends all Katy VIPS, Katy Council Presidents and Katy Council Delegate Meetings.
- Expected to attend the Exec Board meetings.
- Should attend Summer Leadership Seminar in July.

1st Vice President, Programs

- Responsible for all PTA sponsored programs (Ranger Science, PATHS, Junior Achievement, Watch DOGS Dad, Arts in Education, Environmental Program and Sister School.)
- Aide to the president.
- Presides over meetings in the president's absence.
- Performs other duties as assigned by the president or the association.
- May be called upon to preside as the president if position is vacated for any reason, until the local unit board can elect a replacement.
- Maintains a procedure book, presents / executes a Plan of Work, acts as aid to president, & assumes any responsibilities for administrative details delegated by the president
- Authorized to sign on bank accounts.
- Expected to attend the Exec Board meetings.
- Should attend Summer Leadership Seminar in July.

2nd Vice President, Membership

- Responsible and oversees all aspects of membership (recruiting, maintaining, and all required paperwork)
- Presides in the absence of the president (2nd in designated order).
- Maintains a procedure book, presents / executes a Plan of Work, acts as aid to president, & assumes any responsibilities for administrative details delegated by the president
- Can have a membership committee to help with the tasks and goals of membership recruitment and records.
- Is responsible for the compiling and editing of the WCE School Directory, or recruits a volunteer to help with the job.

- Expected to attend the Exec Board meetings, plus will have to on occasion speak at general membership meetings.
- Insures that all deposits that are to go towards membership are made in a timely and efficient manner.
- Should attend Summer Leadership Seminar in July.

3rd Vice President, Ways & Means

- Responsible and oversee all aspects of PTA fundraising activities
- Presides in the absence of the president (3rd in designated order).
- Maintains a procedure book, presents/executes a Plan of Work, acts as an aid to the president, & assumes any responsibilities for administrative details delegated by the president
- Serves as Chairman of any and all fundraising activities.
- Expected to attend the Exec Board meetings and the Budget meetings, plus will have to on occasion speak at general membership meetings.
- Insures that all deposits that are to go towards fundraising are made in a timely and efficient manner.
- Authorized to sign on bank accounts.
- Should attend Summer Leadership Seminar in July.

4th Vice President, VIPS

- Responsible and oversees the PTA's volunteer program.
- Presides in the absence of the president (4th in designated order).
- Maintains a procedure book, presents/ executes a Plan of Work, acts as an aid to the president, & assumes any responsibilities for administrative details delegated by the president
- Provides monthly volunteer hours reports to the Katy Volunteers in Public Schools (VIPS) Board, and attends monthly VIPS meetings.
- Awards Monthly Volunteer of the Month award to WCE PTA members.
- Expected to attend the Exec Board meetings, plus will have to on occasion speak at general membership meetings.
- Presides on and organizes the Volunteer of the Year Committee, and is part of the award process at the PTA Volunteer Brunch
- Helps create an inclusive environment for all volunteers at WCE.
- Should attend Summer Leadership Seminar in July.

Treasurer

- Has full custody of all the funds of the PTA, keeps books and records, including bank statements, receipts, beginning and ending balances, budgets, invoices, paid receipts, and canceled checks for five years.
- Makes appropriate distributions in accordance with the budget adopted by the association.
- Chairman of the Budget Committee
- Is authorized to sign on the PTA bank account.
- Presents the financial report, both written/ verbal, at every meeting.
- Is responsible for a making a full annual report.
- Submits books to the audit committee as requested.
- Maintains a procedure book, presents/ executes a Plan of Work, acts as an aid to the president, & assumes any responsibilities for administrative details delegated by the president.
- Must study carefully and understand all references to duties and finance in the Local and Texas PTA bylaws.
- Keep on permanent file all IRS and Sales Tax permit information.

- Keep records of and be able to report on all fundraising monies, referencing the cost of the fundraiser as well as the profit.
- Maintain documentation of all items purchased by the PTA for cost, ownership, and liability.
- Compile and maintain a list of assets owned by the PTA.
- Insures that all deposits are made in a timely and efficient manner.
- Issues receipts for all monies received.
- Reconcile bank statements monthly upon receipt.
- See that Texas & National PTA dues & insurance fees are paid on time.
- File the 990 with the IRS in a timely manner.
- Maintain a ledger for each budget category, showing opening balance, credits, debits, and current balance.
- Should attend Summer Leadership Seminar in July.

Secretary

- Keeps records or the minutes of all meetings of the WCE PTA.
- Keeps accurate record of attendance at Executive Board Meetings.
- Responsible for correspondence from the PTA.
- Keeps a copy of the by-laws and sees that it is approved by TEXAS PTA every 4 years.
- Chairs the Bylaws Committee
- Maintains the membership list and is authorized to sign on the PTA bank account.
- Expected to attend the Exec Board meetings, plus will have to on occasion speak at general membership meetings.
- Maintains a procedure book, presents/executes a Plan of Work, acts as an aid to the president, & assumes any responsibilities for administrative details delegated by the president.
- Sees that all Plans of Work are completed by all officers and chairmen.
- Should attend Summer Leadership Seminar in July.