

Burr PTA Executive Board
Officers and Responsibilities
(As outlined in the Burr PTA 2010 By-Laws)

Responsibilities of the Executive Board: The executive board shall manage the affairs of the Burr Elementary School PTA in the intervals between Burr Elementary School PTA general membership meetings. Officers are elected and report directly to the president. Board members attend a monthly Executive Board meeting, typically the first Tuesday of the month at 9:30 am in the large conference room at Burr. The board's primary job is to approve standing committees, the work of the committees, review and approve the plan and budget for the following fiscal year, approve unanticipated expenditures under \$1000 and act in emergencies between board meetings and general membership meetings. Each board member presents a written report for each meeting and opens discussion for any matters that need board consensus.

President (1 year term, then moves to past president): sets the agenda for and presides over all general membership and executive board meetings of the Burr Elementary School PTA. The president is an advisor to all Burr PTA committees – helping to coordinate the work of both the officers and the chairs, seeking advice and approval from the school principal on programming as well as meeting agendas, speaks on behalf of the Burr PTA membership, and helps guide the budget and planning process for the following fiscal year through setting the annual goals. The president is also responsible for signing contracts, authorizing expense vouchers in excess of \$200, attends monthly PTA Council meetings and oversees all communication from committees and other PTA members to the general membership through blasts, flyers and website postings.

President-Elect (1 year term, then moves to president): performs all the same duties of the president, in the absence of or incapacity or request of the president. The president-elect works along side the president, as an advisor, helper and trainee, preparing for the following year's position as president. The president-elect will serve on the annual Budget Committee and lead the Financial Review Committee, during the year the by-laws are reviewed and revised (2012/13.)

Past President (1 year term): serves as a member of the executive board as a parliamentarian as well as chairperson of the Nominating Committee, is a member of the Budget Committee to help set goals and financial plans for the following fiscal year. Finally, the past president serves as an advisor to the current president and president-elect.

Vice Presidents (2 year term): there are 4 VP's (Spirit, Enrichment, Administration, Fundraising) who all aid the president and are responsible for coordinating, communicating, leading and participating with the chairpersons of the committees assigned so that those committees may fulfill their individual committee objectives. This includes: informing chairs of their duties, obligations and budget constraints for the year and distributing and discussing procedures, policies and budget information pertinent to each committee, ie. "green folder" contents; they also act in an advisory role to committees during the duration of the committees' activities; present a written report on each of their committees at Executive Board meetings, and at general meetings when necessary; prepare an action plan with their committee chairs for the following school year, with anticipated expenditure requirements for input to the PTA annual

budget while maintaining the goals and objectives of the PTA; and ensure that committee “green folders” are maintained and passed on to successors. The Spirit VP has an added responsibility of coordinating an annual dinner for Operation Hope by the Burr PTA.

Executive Vice President, usually the Principal of Burr Elementary School, shall be the liaison between the Burr Elementary School PTA, school staff and district administration.

Recording Secretary (2 year term): records the minutes of all meetings of the Burr Elementary School PTA and maintains records of all past meetings/rulings/amendments to by-laws/membership list, and attendance records to pass along to successor. The recording secretary brings these records to all meetings for reference, when needed.

Corresponding Secretary: (2 year term): maintains the PTA website calendar; provides weekly updates to the calendar for the newsletter committee; notifies the PTA executive board and general membership of all meetings through in school advertisements, yard signs and electronic newsletter; notifies the CT PTA of all Burr officers contact information; and reserves rooms for all PTA meetings.

Treasurer (1 year term moving to past treasurer): has custody of the funds of the Burr Elementary School PTA and performs appropriate cash management such as maintaining a full and accurate account and perform monthly reconciliation of the bank account of the PTA funds; makes disbursements as authorized by the president or Executive; ensures proper payment procedures are adhered too; keeps a full and accurate account of the receipts and disbursements; provides a written financial statement, including Monthly Cash Flow Statements and YTD Actual vs. Budget, to the Executive Board at each meeting; presents an annual report of the financial condition of the organization in May; finalizes and closes books, after fiscal year ends and before the start of new school year; hires an outside accountant to review the books, and prepares and files the returns required by the IRS; and chairs the annual Budget Committee to prepare the annual budget for presentation to the executive board and approval by the PTA at the June meeting.

Assistant Treasurer (1 year term moving to treasurer): assists the treasurer in his/her duties, including signing checks, making deposits of funds and preparing cash boxes for events, in a timely manner; develops and maintains financial procedures (ie. Green Folder); coordinates the collection, deposit and reconciliation of fundraising revenues in connection with committee chairs in a timely manner; participate in the budget preparation process and assists treasurer in finalizing books and preparing tax filings; and in the absence of the treasurer, the assistant treasurer shall assume the treasurer’s responsibilities; finally, participates on the Financial Procedures Review Committee the year the by laws are revised.

Past Treasurer (1 year term): serves as an advisor to the treasurer and assistant treasurer. Additional responsibilities include reviewing quarterly bank records, as reported by the treasurer; recruiting and coordinating an auditing committee, where members must be satisfied that the treasurer’s annual report is correct and will sign a statement to that fact at the end of the report; when audit committee convenes, will report the findings of the annual audit to the Executive Board; and serves on the budget committee, the Financial Procedures Review Committee the

year the by laws are revised; and assists treasurer and assistant treasurer in finalizing books and preparing tax returns at the end of their fiscal year.

Membership Chair (2 year term): primary responsibility is to recruit members to the Burr PTA. To this end, works in conjunction with the directory committee to update membership forms; maintains membership records; collects dues; coordinates payment of fees to National, State and Fairfield PTA units; and prepares a monthly written membership report to the National, State, Fairfield, and Burr PTA's.

Volunteer Coordinator(s) (3 person shared responsibility; 2 year term): the task of the VC's is to recruit committee chairs and volunteers as needed on an ongoing basis (primarily Spring and Summer prior to beginning of the school year) with input from the Executive Board; they distribute the supplement "green folder" volunteer packet to VPs; organize volunteer recruitment opportunities (such as Tears and Cheers sign up forms, Open House sign up board); one volunteer coordinator will serve on the Nominating Committee.

Board of Education Representative(s) (2 person shared responsibility; 2 year term); represent Burr Elementary School PTA at all meetings of the Board of Education and report back to the Executive Board and/or the General Membership; inform the presidents of all pertinent Board of Education meetings; speak at Board of Education meetings, as necessary, according to the wishes and at the direction of the Burr Elementary School PTA;

PTA Council Delegate(s) (2 person shared responsibility; 2 year term): represent Burr Elementary School PTA at all meetings of the PTA Council (monthly evening meeting) and report back to the Executive Board and/or the General Membership; speak and vote according to the wishes of the Burr PTA; and host one PTA Council meeting annually by providing refreshments.

The **Budget Representative(s)** (2 person shared responsibility; 2 year term); represent Burr Elementary School PTA at all town-wide budget meetings (BOE, BOF, RTM, BOS) and report back to the Executive Board and/or to General Membership; meet with the school principal to review particular concerns in education town budget; inform the president and president-elect of all pertinent Budget meetings; speak at town budget meetings, as necessary, according to the wishes and at the direction of the Burr Elementary School PTA;

¹ Updated: 2/11/11