

PTA Executive Committee Positions

Co-President: The Co-Presidents shall:

- a. preside at all meetings, executive committee, executive board and general PTA meetings.
- b. be a member ex-officio of all committees except nominating committee and if authorized to sign checks, the audit committee
- c. sign all legal documents
- d. appoint members to special committees
- e. be responsible for other duties as may be assigned by the association, executive board or executive committee
- f. delegate the work of the association to other officers as may be appropriate
- g. coordinate the work of officers and committees in order that the Purposes of the PTA may be promoted
- h. have completed the Illinois PTA President's course before election or within (6) months of election

The Co-presidents work as a team, with one person being the president of record. The president of record is the person who is in the second year of the 2 year term. They lead the meetings, sign the contracts as needed, sign checks weekly, etc. In the first year of your 2 year term, you are learning from the president of record. You have the same expectations on you as the president of record, the only difference is that they are more of the mouthpiece for that year. The first year co-president is also responsible for Facebook posts and email blasts. Both co-presidents write the weekly Twig and work with the webmaster to maintain the Olive PTA website.

Co-Presidents spend between 10-20 hours a week doing outside emailing, communications and general organization. This varies based on the month, August, September, October, January, April and May tend to be busy, while November, December and March are not. On a typical month Co-presidents will meet weekly with each other, monthly with the school principals, monthly with the PTA Council (a council of all district 25 PTA presidents as well as the superintendent), monthly with the executive Committee, 2 times per school year with the executive board (the committee chairs) and 4-5 times per school year for general OMS PTA meetings.

Recommended skill sets: strong organization, strong people skills, strong leadership skills, positive attitude, comfortable with Word, Excel, Facebook, google docs and google forms, ability to work with all types of people in all types of roles, consistent follow through, openness to new ideas and opportunities.

1st Vice President: The 1st Vice President shall:

- a. act as aide to the president
- b. perform all duties of the president in absence or inability of that officer to serve

- c. perform such other duties as may be delegated

The 1st Vice President focuses on aiding with communication, as well as membership. They work with the Membership committee chairs to keep updated and accurate records of membership. The 1st VP also maintains the calendar by submitting requests to update the school calendar. The 1st VP spends between 1- 4 hrs on work outside of meetings. More time is spent on the month that the Bylaw or Procedure guides are updated. They are alternately updated every other year. Recommended skill sets: comfortable with Word, Excel, google docs and google forms, comfortable with social media (specifically facebook), attention to detail, positive attitude, ability to work with others, strong organization skills

2nd Co-Vice President: The 2nd Co-Vice President shall:

- a. act as aide to the president
- b. perform the duties of the president in the absence or inability of those officers and the 1st vice president to serve
- c. be responsible for Ways and Means (working with the committee chairs)
- d. perform such other duties as may be delegated

The 2nd Co-Vice Presidents are in charge of all of the fundraising for the PTA. They oversee the committee chairs in that area. They also evaluate successes of fundraisers, take bids from prospective vendors, and bring new fundraising ideas to the executive committee. The 2nd co-VPs personally oversee the sale of spirit wear, including selecting the vendor and the styles we will offer as well as overseeing launching any new fundraisers or fundraisers with no committee chairs. The 2nd Co-VPs spend about 10-20 hrs per month outside of meetings on organization of oversight of fundraising.

Recommended skill sets: strong leadership skills, comfortable with Word, Excel, PowerPoint, Facebook, google docs and google forms, attention to detail, positive attitude, ability to work with others, strong organization skills, openness to new ideas and opportunities, ability to work with and stay within a budget, ability to guide others through working within a budget. Ability to advertise and promote fundraising activities to ensure success.

3rd Vice-President: The 3rd Vice President shall:

- a. act as an aide to the president
- b. perform the duties of the president in the absence or inability of those officers and the first and second co-vice presidents to serve;
- c. serve as chairperson of the Legislation committee;
- d. if possible, attend the IL PTA Convention as a delegate from Olive-Mary Stitt School PTA;
- e. perform other such duties as may be delegated

The 3rd Vice President will keep the executive committee, board and general membership informed on all pertinent legislative issues. This is done by reading the monthly and/or quarterly communications from the Illinois PTA and National PTA. The 3rd VP will also share updates on monthly school board meetings with the executive committee and board. Recommended skill set: attention to detail, good note taking, positive attitude

Secretary: The Secretary shall:

- a. record the minutes of all meetings of this association, the executive board and the executive committee
- b. have a current copy of the bylaws
- c. have a current membership list
- d. conduct correspondence of the association as directed
- e. perform other such duties as may be delegated

The Secretary spends about 2.5-3.5 hrs outside of meetings creating and maintaining the minutes and correspondence. Recommended skill sets: attention to detail, comfortable with Word, proficient in writing and grammar, positive attitude

Treasurer: The Treasurer shall:

- a. receive all monies of this association and keep an accurate record of receipts and expenditures
- b. place all monies in a depository approved by the executive board
- c. pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. Vouchers shall be signed by 2 persons. Checks shall be signed by the treasurer and the president of record
- d. present a written financial statement at every meeting of the association and at other times as requested by the executive board making a full report at the first general meeting in September
- e. be responsible for the remittance of the state and national portion of the dues paid by each member

Among other duties, the Treasurer will compile monthly reports to share with the co-presidents and the 2nd VPs to indicate spending and earnings. The Treasurer spends about 7-10 hours per month on work outside of meetings. Most of this work is done from the home.

Recommended skill sets: Proficient in excel, accounting or similar background strongly recommended, strong organization skills, high integrity, ability to work with others and explain budgetary procedures, ability to create profit and loss statements, ability to balance and maintain school checkbook, consistency, positive attitude

