

Responsibilities of Chapter Officers

President

The president shall:

Preside at and set the agenda for all meetings, speak on behalf of the corporation and/or its members, sign checks in the absence of the treasurer, act as an ex-officio member of all committees, complete and submit all permit forms (applications for use of School facilities during after school hours), create and dissolve standing committees, with the approval of the majority of the officers, appoint and remove chairpersons of standing and special committees, with the approval of the majority of the officers, choose the members of the nominating committee, with the approval of the majority of the officers, present a report summarizing the activities of the previous school year at the first organizational meeting of the new school year, **attend PTO Council, Presidents', and Superintendent's meetings and report information to your local chapter**, remain informed on all local school business, remain informed on current district-wide Board of Education issues and policies, be familiar with Robert's Rules and the Wayne Council of PTO's By-laws, keep accurate records and suggestions to pass onto the successor. All records shall be passed over to the successor no later than July 10th.

Vice President

The vice president shall:

If necessary at any time, temporarily assume the responsibilities of the president, thoroughly study the president's duties, responsibilities, and be familiar with the work of the organization, preside at meetings in the absence of the president upon his/her inability to serve, act as an aide to the president and assume responsibility for duties assigned by the president, represent the president upon request, assume the duties of the president in the event of his/her resignation until the position is filled in accordance with the by-laws, be familiar with Robert's Rules and Wayne Council of PTO's By-laws, and serve as parliamentarian at local meetings,

shall attend PTO Council, Presidents', and Superintendent's meetings, keep accurate records and suggestions to pass onto the successor.

Corresponding Secretary

The corresponding secretary shall:

Respond to correspondence as directed by president or executive committee. Copies of all correspondence go to the president and one copy is kept in a permanent file, send notice of all PTO meetings, luncheons, etc. scheduled for the school year, take minutes at meetings in the absence of the recording secretary, be familiar with Robert's Rules and the Wayne Council of PTO's By-laws, keep records updated and record all suggestions for the successor.

Recording Secretary

The recording secretary shall:

Record all business transacted at each meeting of the organization and present the minutes for approval at the next meeting. Minutes of the previous meeting will be distributed to all committee chairs and any interested member, record the attendance at meetings, be familiar with Robert's Rules and the Wayne Council of PTO's By-laws, keep records updated and transfer all records to the successor.

If requested by the chapter President, prepare, for the use of the presiding officer, a typed agenda before each meeting, at each meeting, carry a copy of the by-laws, minutes of previous meetings, an updated list of the membership, a copy of year's budget (this may also be carried by the Treasurer), and a copy of the president's agenda.

Minutes

The minutes are the permanent record of all action taken by the organization. They should be recorded in the order in which the business was presented at the meeting. Minutes should be brief and to the point. They are always written in third person. The secretary and the presiding officer sign the minutes. The word "approved" with the date of

approval should be written at the end of the minutes at the left side of the secretary's signature.

When recording minutes, be sure to include:

1. Name of the organization.
2. Date, time, and place of meeting.
3. Type of meeting (regular or special).
4. Name and title of presiding officer.
5. Disposition of minutes from previous meeting.
6. Treasurer's report.
7. Correspondence, announcements, and committee reports.
8. A record of the exact working of all motions or recommendations. All motions, except those withdrawn, whether sustained or lost, must include the name of the person who introduced the motion and the person who seconded the motion. Also, include the action taken, (whether the motion carried or was lost).
9. A summarization of reports of officers and chairpersons.
10. Announcements.
11. Time of adjournment.

Treasurer

The Treasurer shall:

1. Be legally responsible and the authorized custodian of all PTO monies.
2. Attend annual treasurer meeting and follow the guidelines set forth by the PTO Council.
3. The following is an overview of those guidelines (consult actual

guidelines for further details).

- a. Receive and disburse all monies of the organization. Obtain receipts from chairpersons for all cash received and/or disbursed.
- b. Deposit monies directly into PTO account, **within 24 hours if possible**. No money should ever be deposited into any personal account for any reason. If the bank is closed, monies should be locked in the school safe until such time as a deposit can be made. PTO money should not be kept at home.
- c. All bills should be paid promptly, and receipts issued for money received. All bills should be paid by check according to the approved budget. Cash should not be used to pay bills.
- d. No reimbursements should be made without proper approved check request with receipts attached. **Any checks over \$500 require a second signature**.
- e. Financial reports should be presented at each meeting with an up to date accounting of all transactions. Records should be available at all meetings so that questions may be answered promptly.
- f. **Submit approved budget and signed Bank Authorization forms to Council treasurer by September 30th**.
- g. **Quarterly reports are to be submitted to PTO Council and are due by the 15th of the month following the end of each quarter**
- h. **Submit checks for PTO Council expenses in timely manner as requested by Council Treasurer:**
 - **Scholarship contributions are due by October 15th**
 - **Membership dues are due by December 15th**
 - **Audit, Insurance, Accounting expenses are due by March 15th**
- i. **Keep record of teacher stipends and have teacher fill out W9 form. Submit 1099 report to Council Treasurer by January 1st of payments \$600 or higher within a "calendar" year.**
- j. **Submit High Paying Fundraiser report to Council treasurer by June 30th**.
- k. Bank accounts should always be opened as "Wayne Council of PTOs" followed by the name of the chapter. **All accounts are to be opened at TD Bank**. All accounts should have as authorized signatories the president, treasurer, and a third elected officer **plus PTO Council treasurer**.
- l. A detailed ledger of all monies received and disbursed must be maintained.
- m. All check requests, receipts, bank statements, canceled checks, and related records must be submitted to PTO Council for the annual audit of the fiscal year. These books must be submitted **in September** at the request of the Council treasurer.

- n. All books containing the above must be kept in a file (preferably at the school) for a minimum of 7 years.

Finally, before leaving office the treasurer must:

- Complete any business for the fiscal year served.
- Balance and prepare books for audit.
- Arrange transfer of records to new treasurer in a timely manner.
- Meet with new officers at bank to change signature cards.

All of the above should be completed by the due dates set forth by PTO Council.