

Responsibilities of Chapter Officers

President

The President shall:

Preside at and set the agenda for all meetings, speak on behalf of the organization 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 (ie applications for use of school facilities during and after school hours, COI requests, etc.), create and dissolve standing committees (with the approval of a majority of the officers), appoint and remove chairpersons of standing and special committees (with the approval of a majority of the officers), choose members of the chapter officer nominating committee (with the approval of a 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 "Full Council" and "Presidents'" meetings as well as Superintendent's meetings and report information to the local chapter, remain informed regarding all local school business as well as current district-wide Board of Education (BOE) issues & policies, be familiar with Robert's Rules and the Wayne Council of PTOs' By-Laws, and keep accurate records and suggestions to pass on to the successor. All records shall be passed on the successor no later than July 10th of the applicable year.

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, 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 Wayne Council of PTOs' By-Laws, be familiar with Robert's Rules and the Wayne Council of PTOs' By-Laws, and serve as parliamentarian at chapter meetings. The Vice President shall also attend PTO Council "Full Council" and "Presidents'" meetings as well as Superintendent's meetings and keep accurate records and suggestions to pass on to the successor. All records / suggestions shall be passed on to the successor no later than July 10th of the applicable year.

Treasurer

The Treasurer shall:

Be legally responsible for, and the authorized custodian of, all chapter PTO monies and attend annual Treasurer meeting and follow the guidelines set forth by PTO Council. The following is an overview of those guidelines (consult actual guidelines for further details):

1. Receive and disburse all monies of the organization. Obtain receipts from committee chairpersons for all monies received and / or disbursed.
2. Deposit monies directly into the applicable PTO bank account within 24 hours of receipt if possible. No money should ever be deposited into any personal bank account(s) for any reason. In the event the bank is closed, money should be locked in the school safe until the deposit can be made. PTO monies should not be stored at home.
3. All bills should be paid promptly and receipts issued for monies received. All bills should be paid by check according to the approved budget. Cash is not to be used to pay bills or reimburse payments made.
4. No reimbursement should be made without the proper, approved check request with ALL receipts attached. Any checks over \$500 require a second signature. Checks payable to an officer of the organization require two signatures on the Check Request form.
5. Financial reports should be presented at each chapter meeting with an up to date accounting of all transactions. Records should be available at all meetings to allow questions to be answered promptly.
6. Submit **approved** budget and signed Bank Authorization forms to the PTO Council Treasurer by September 30th of each year.
7. Submit Quarterly Reports to PTO Council by the 15th of the month following the end of each quarter.
8. Submit checks for PTO Council expenses in a timely manner, as requested by PTO Council:
 - a. Scholarship contributions are due by October 15th
 - b. Membership dues are due by December 15th
 - c. Audit, Acctg. & Insurance fees are due by March 15th
9. Keep record of all teacher stipends paid as well as payments to individuals (ie non-corporations etc.) and ensure teacher / recipient completes a W9 form. Submit 1099 report to Council Treasurer by January 1st including all payments to individuals (including teacher stipends), within a given **CALENDAR YEAR**, totaling \$600 and higher.
10. Submit High Paying Fundraiser report to Council Treasurer by June 30th.
11. All bank accounts are to be opened as "Wayne Council of PTOs" followed by the name of the chapter. All accounts are to be opened at TD Bank (Valley Rd branch). All accounts are to have as authorized signatories the chapter President, Treasurer, and a 3rd elected officer (generally the Vice President) as well as the PTO Council Treasurer. The PTO Council Treasurer must be notified any time a new bank account is established.
12. A detailed ledger of all monies received and disbursed is to be maintained.
13. All check requests, receipts, bank statements, canceled checks, and related records must be submitted to the PTO Council Treasurer annually for the fiscal year audit. These records should be submitted in binders during the month of September, as requested by the Council Treasurer. All books containing this information must be maintained (preferably at the school) for a minimum period of 7 years.

Finally, before leaving office, the Treasurer MUST:

1. Complete any business for the fiscal year served
2. Balance and prepare the books for audit
3. Arrange for transfer of all records to the new Treasurer in a timely manner
4. Meet with any / all new officers at the bank to change account signature cards

All of the above are to be completed by the due date(s) set forth by PTO Council.

Corresponding Secretary

The Corresponding Secretary shall:

Respond to correspondence as directed by the President or executive committee. The President should be copied on all email / electronic correspondence and should receive hard copies of all paper correspondence. A copy of all correspondence should also be maintained in a permanent file. The Corresponding Secretary also shall send notice of all PTO meetings, luncheons, events, 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 PTOs' By-Laws, and keep records updated and record all suggestions for the successor. All records / suggestions shall be passed on to the successor no later than July 10th of the applicable year.

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 shall be distributed to all committee chairs and any interested member prior to the request for approval. The Recording Secretary shall also: record the attendance at meetings, be familiar with Robert's Rules and the Wayne Council of PTOs' By-Laws, and keep records updated and record all suggestions for the successor. All records / suggestions shall be passed on to the successor no later than July 10th of the applicable year.

If requested by the chapter President, the Recording Secretary shall also prepare, for the use of the presiding officer, a typed agenda prior to each meeting. The chapter President may also request that the Recording Secretary carry copies of the following to each chapter meeting:

1. The Wayne Council of PTOs' By-Laws
2. Minutes from previous meetings
3. An updated list of chapter PTO membership
4. The current year's budget (this may also be carried by the Treasurer)
5. 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 and are always written in the third person. The Recording Secretary AND THE PRESIDING OFFICER should sign the minutes as evidence of approval prior to them being presented in the binder. The word "approved" with the date of approval should be written at the end of the minutes at the left side of the Recording Secretary's signature. Recorded minutes must include the following:

1. Name of the organization
2. Date, time and location of meeting
3. Type of meeting (ie regular or special)
4. Name and Title of presiding officer
5. Disposition of minutes from previous meeting
6. Treasurer's report
7. Correspondence, announcements & committee reports (ie committee chairperson's reports)
8. A complete record of the exact working of all motions and / or recommendations. All motions, except those withdrawn, whether sustained or lost, must include the name of the person who introduced the motion as well as the name of the person who seconded. Also, include the action taken (whether the motion was carried or lost).
9. A summarization of the reports of officers and / or school administrators, BOE representatives, etc.
10. Announcements
11. Time of adjournment (A motion with second is required to adjourn a meeting)