

# **PTA MEETING THIS MONDAY, OCTOBER 19, 2015.**



5:00 pm, Dinner (optional)

5:30 - 6:30 pm, Meeting

## **Following the meeting: Braille Boot Camp**

On the agenda: Officer Elections! We are in need of a new board. Please consider running for one of the following positions: President, Vice President, Secretary, Treasurer, Parliamentarian, and Parent/Teacher At Large positions. *There is no better way to get involved and directly influence the culture and life of ASBVI than to run for office!*

Please review the descriptors of officer positions:

### **Description of President Position:**

The President's duties as described in the ASBVI PTA Constitution are:

- Presiding over all general meetings and directing activities of the organization.
- Breaking tie votes on policy issues, resolutions, and amendments, as needed.

- Approving committee assignments and serving on all committees as an *ex officio* member.
- In emergency situations in which a quorum of executive committee members cannot be assembled, the president will have fast-track authority to issue executive orders on policy matters, with the exception of financial disbursements, which must be approved by a simple majority of general membership, or a quorum of executive committee members.
- Serving in an *ex officio* advisory capacity as *president emeritus* for a period of one (1) year after leaving office.

\*This position takes up the most time, but still is manageable. This takes anywhere from 3-5 hours per month, a bulk of the time preparing for monthly meetings, including preparing the agenda. Much of the work, however, can be worked out with the other committee members to share the burden.

**Description of Vice President Position:**

The Vice President's duties as described in the ASBVI PTA Constitution are:

- Presiding over fundraising committee activities
- Presiding over meetings in President's absence.

\*The duties of this position in the past two years have included many hours spent at the annual ASBVI Car Show. Typically the Vice President will spend about 1-3 hours per month performing the duties of the position during the school year.

It is expected that the Vice President assumes the duties of the President in the event that the President vacates office for any reason and performs other delegated duties as assigned.

**Description of the Secretary Position:**

The Secretary's duties as described in the ASBVI PTA Constitution are:

- Keeping minutes at general and executive committee meetings.
- Approving all written correspondence carried out on behalf of the organization.

\*This position requires the secretary to make it to the meetings to take the minutes, and then typing the minutes and sending out via email, usually right after the meeting if possible. It usually doesn't take more than 1.5-3 hours per month during the school year.

**Description of Treasurer Position:**

The Treasurer's duties as described in the ASBVI PTA Constitution are:

- Receiving and depositing organizational funds and disbursing those funds on the order of the President and/or the Executive Committee;
- chairing the budget committee, which is charged with preparing an organizational budget subject to approval by a quorum of executive committee members; and
- in order to expedite business, it is recommended (but not mandated) that the Treasurer be an ASBVI staff member. In the event that the treasurer is not a staff member, it is recommended that a staff designee be added as a signatory on the organizational bank account, serving at the pleasure of the Treasurer (and President).

This position takes from 1-3 hours per month and it is expected that the Treasurer:

- maintain a checking account (and any other financial accounts) as determined by the Executive Board;
- maintain custody of all financial records and funds of the Organization;
- verify and be responsible for all monies received, as counted by two committee members; each shall sign and keep an accurate account of all monies received by the organization;
- Keep a full an accurate account of receipts and disbursements as authorized by the President, Executive Board, or Organization as in accordance with the budget adopted by the Organization; and
- prepare a financial statement each month, with copies to be distributed to each Executive Board member and others determined by the Executive Board.

- While this has not yet happened, in the future it may be necessary for the Treasurer to arrange an end-of-the year audit with an auditing committee consisting of not fewer than three members which will be appointed by the Executive Board (this has not yet been decided or voted on).

### **Description of the Parliamentarian Position:**

The Parliamentarian's duties as described in the ASBVI PTA Constitution are:

- Maintaining compliance with Robert's Rules of Order during organizational meetings.
- Approving wording on resolutions and amendments before an official vote is called.

\*While it is helpful to know a little about Robert's Rules of Order, it is not a requirement. The organization can give you a book on the updated Robert's Rules of Order, and it's very easy to pick up on. This position typically takes 1-2 hours per month during the school year, including the meeting attendance.

### **Description of At-Large Positions:**

If you want to get involved in service and plugged into the PTA, but you don't have that much time, this is a good position to hold. This position is what you make it. It's just expected that you commit to attending as many PTA meetings as you can. It can be voted on to hold the monthly meetings on a day and time that works for a majority of the Executive Committee and At-Large members.

Typically the time involvement for this position is 1-2 hours per month during the school year and it is encouraged that the positions volunteer their time at events or participate in committees.