

Below are the duties of the officers from the PTSA bylaws. The sections highlighted in yellow are additional duties that pertain to Northwood High School.

Three positions are needed for a unit to be active: President, Treasurer and Recording Secretary

Executive Board

The President:

- a. Coordinate the work of officers and committees of the association in order that the purposes may be promoted.
- b. Preside and attend at all meetings of the association and the executive board.
- c. Be a member ex officio of all committees except the nominating committee.
- d. Appoint the communication secretary, the parliamentarian, the chairmen and members of committees, subject to the ratification of the executive board.
- e. Prepare the list of association officers and chairmen required for directory data and submit through channels as directed by council / district [choose one]. The deadline for directory data to council / district [choose one] is April 1 [council deadline if in council, district deadline if out-of-council].
- f. Sign all authorizations for payment as required by the executive board or association. (See Check Request System, Payment Authorization, Finance section, California State PTA Toolkit.)
- g. Be responsible for preparing the association annual report required by the California State PTA.
- h. Be the official representative of the association at council and district meetings.
- i. Have all newsletters, flyers and/or notices approved by the principal, prior to distribution.
- j. Have all contracts and/or legally binding documents approved by the association, prior to signing a contract along with another elected officer. (See Contracts, Finance section, California State PTA Toolkit.)
- k. Be authorized to sign checks, and not be related by blood or marriage or reside in the same household as the other authorized signers for the association's financial accounts.
- l. Perform such other duties as may be prescribed in these bylaws or assigned by the association.
- m. Refer to the detailed document "*NHS President - Timeline To Do's*".

The Executive Vice President:

1. Serves as the primary aide to the president.
2. Performs the duties of the president in the absence or disability of that officer to act.
3. Performs such other duties as may be prescribed in these bylaws or assigned by the association.
4. Attends monthly PTSA meetings
5. Serves as the liaison to the student store.
6. Organizes/ Manages the fall kick off days (Registration week)
7. Authorized to sign checks in the absence of the president
8. Sends "Thank you" letters to people who donated more than \$100 to PTSA for tax purposes, in cases where donations were not done online. People who donated online through the PTSA website get an automatic "Thank you" email.

First Vice President - Membership:

1. Makes every effort to be present during fall kick off days (Registration week), specially the first day to train the data entry parent volunteers.
2. Attends monthly PTSA meetings
3. Collects the forms from the members.
4. Enters the data of all the forms during registration week (with Volunteer's help).
5. Collects the checks and fill the deposit forms.
6. Delivers the money to the financial secretary.
7. Reports the membership counts during the PTSA meetings (including the online memberships).
8. Collects the staff/Teachers membership and delivers the money to financial secretary.
9. Provides proof of membership when requested.

10. Communicates the emails of the new members to the communication secretary to add them to the MailChimp distribution list so they receive the weekly e-newsletter.

Second Vice President - Programs:

1. Attends monthly PTSA meetings
2. Organizes and coordinates career speakers to present during lunch time to students (at least once a month).
3. Coordinates with Kathi Smith for the availability of the college and career center for the lunch career presentations.
4. Coordinates with the principal and PTSA president to solicit interest about the topics for parents' speakers. Coordinates parent speakers events (at least twice a year).
5. Creates the flyer and advertises each event.
6. Gathers feedback surveys from parents about future topics.

Third Vice President - Grad Night:

1. Attends monthly PTSA meetings
2. Attends all grad night committee meetings
3. Serves as liaison between the PTSA executive board and the grad night committee.
4. Reports back grad night happening at the PTSA monthly meetings.

Recording Secretary:

1. Attends monthly PTSA meetings
2. Keeps an accurate record of the proceedings of all meetings of the association and the executive board in a bound book which is the legal record of this association.
3. Is prepared to refer to minutes of previous meetings.
4. Prepares a list of all unfinished business for the use of the president.
5. With the president, signs all authorizations for payment authorizing the expenditure of funds following approval by the association or executive board in accordance with these bylaws. (See Check Request System: Payment Authorization, Finance section, California State PTA Toolkit.)
6. Records all expenditures in the minutes.
7. Keeps a current list of the paid members of the association provided by the membership chairman.
8. Keeps a current signed original set of the bylaws and standing rules.
9. Performs such other duties as may be delegated to the secretary.
10. Conducts all necessary correspondence of the association upon authorization of the president, executive board or association.
11. Notifies officers of their election and chairmen of their appointments.
12. Sends out notices of executive board meetings.

The Treasurer:

1. Attends monthly PTSA meetings
2. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the association, including specifically, the number of members, the dues collected from the members and the amount of dues remitted through channels to the California State PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the California State PTA.
3. Chair the budget committee and prepare the budget for adoption by the association. (See Budgeting and Fundraising, and Sample Financial Calendar of Activities, Finance section, California State PTA Toolkit.) Forward two (2) copies of the adopted budget to Irvine Unified Council. [Out-of-council associations should substitute the following for the last sentence.] Forward one (1) copy of the adopted budget to District PTA.
4. Contact the bank to secure signatures of all authorized signers on all checking and savings account signature cards and file with the bank immediately upon taking office (see h below).

5. Receive monies from the financial secretary for the association, giving a receipt therefore, and deposit immediately in the name of the association in a bank approved by the executive board.
6. Receive and retain a copy of the deposit slip for any deposit made.
7. Prepare all authorizations for payment as required by the executive board or the association (See Check Request System: Payment Authorization, Finance section, California State PTA Toolkit).
8. Upon receipt of a signed payment authorization form signed by the president and the recording secretary, pay all bills as authorized by the executive board or the association. (See Check Request System: Payment Authorization, Finance section, California State PTA Toolkit.)
9. Secure two signatures on all checks. Any two of the following are authorized to sign: president, treasurer and Executive Vice President, First Vice President [elected officer other than the secretary or auditor]. The authorized signers shall not be related by blood or marriage or reside in the same household. (See Banking, Finance section, California State PTA Toolkit.)
10. Individuals counting cash/checks shall not be related by blood, marriage or reside in the same household.
11. Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of this association. All other financial records must be retained for seven years including the current year.
12. Keep the membership informed of expenditures as they relate to the budget adopted by the association.
13. Remit all council, district, State and National portions of per capita dues monthly to the financial officer of the council/district [choose one]
14. Present a treasurer's report at every meeting of the association and the executive board and at other times when requested by the association. (See Financial Officers' Reports, Finance section, California State PTA Toolkit.)
15. Be responsible for filling out and forwarding all necessary report forms required by the California State PTA for insurance, and for filing all tax returns and other forms required by government agencies. This includes employee reporting forms, if this association pays employees; and independent contractor reporting forms, if this association hires independent contractor(s). Forward two (2) copies of all government filings to Irvine Unified Council. [Out-of-council associations should substitute the following for the last sentence.] Forward one (1) copy of all government filings to District PTA.
16. Make an annual financial report to the association which includes gross receipts and disbursements for the year. Forward two (2) copies of the annual financial report to Irvine Unified Council. [Out-of-council associations should substitute the following for the last sentence.] Forward one (1) copy of the annual financial report to District PTA. (See Article XIV – FISCAL YEAR AND IDENTIFICATION NUMBER)
NOTE: The dishonesty bonding insurance may require additional rules to follow.

The financial secretary:

1. **Attends monthly PTSA meetings**
2. Gives a receipt for monies received for the association and remit at once to the treasurer or deposit immediately in a bank approved by the executive board and give a copy of the deposit slip to the treasurer.
3. Keeps an accurate record of all receipts for filing with the treasurer's financial records for the association.
4. Upon each deposit, sends the details and summary of deposits by category to the Treasurer and the President.
5. Presents a monthly report at every meeting of the association and the executive board and at other times when requested by the association. (See Financial Officers' Reports and Forms, Finance section, California State PTA Toolkit.)
6. Makes an annual report to the association. (See Financial Officers' Reports and Forms, Finance section, California State PTA Toolkit.)
7. Performs such other duties as may be delegated to the financial secretary.
8. **Collects the money from the student store and deposits it in the bank at least twice a month.**
9. **Makes every effort to be present during fall kick off days (Registration week), at least one hour daily to collect the money and deposit in the bank.**
1. **Notify the President and the Treasurer timely on issues found in the money collection and deposit process.**

The Auditor:

1. Attends monthly PTSA meetings
2. Audit the books and financial records of the association semiannually.
3. Prepare a midyear audit to be completed in January [month half-way through fiscal year]. Present a written report to the executive board at the January [month] meeting for review and to the association at the February [month, see Article VII, Section 1] meeting for adoption.
4. Prepare a year-end audit to be completed in July [month immediately following end of fiscal year]. Present a written report to the executive board at the August [month] meeting for review and to the association at the September [month] meeting for adoption. (NOTE: The audit at the end of a term is performed by the outgoing auditor. See Financial Officers' Reports and Forms, Finance section, California State PTA Toolkit.) [Associations whose fiscal year and officer term of office begin in the same month should line out the following and reletter the succeeding subsections.]
5. Prepare an end of term audit to be completed in [month immediately following end of term of office]. Present a written report to the executive board at the [month] meeting for review and to the association at the [month] meeting for adoption.
6. Audit the books upon resignation of the treasurer, financial secretary or any check signer and at any time deemed necessary.
7. Not be related by blood or marriage or reside in the same household as the financial officers and/or authorized signers of checks.
8. Be responsible for verifying on the Audit Report Form that all necessary report forms required by the California State PTA for insurance, and tax returns and other forms required by state and federal government agencies have been completed and filed by the due date.
9. Forward two (2) copies of the adopted audits to Irvine Unified Council. [Out-of-council associations should substitute the following for the last sentence.] Forward one (1) copy of the adopted audits to District PTA.

The Historian:

1. Attends monthly PTSA meetings
2. Assembles and preserve a record of the activities, achievements and volunteer hours of the association.
3. Acts as custodian of records and other materials pertinent to the history of the association.
4. Assists the president with the preparation of the association's annual report required by the California State PTA

Standing Chairs

Advocacy Chair:

1. Serves as a liaison communicating with the IUCPTA advocacy chair.
2. Collects the application forms and works with the principal to distribute to the students.
3. Coordinates /orders the NHS dinner (40 people) for one of the advocacy trip meetings.
4. Organizes and coordinates the student Sacramento trip in February.
5. Usually accompanies the group to Sacramento.
6. Makes every effort to attend PTSA meetings

Communications Chair:

1. Works closely with the president to send the weekly e-newsletter.
2. Uses MailChimp to update the distribution list in coordination with the membership VP.
3. Update Google Blogger with the e-newsletter so it is populated on the PTSA website.
4. Update the e-newsletter information in the PTSA Facebook page.

5. Sends the weekly e-newsletter to Zeff Dena (appropriately modified), NHS activities director. He will include the PTSA e-newsletter to the weekly school e-newsletter.
6. Maintains and uploads the documents on the PTSA Wix website.
7. Makes every effort to attend PTSA meetings

Grad Night Chair:

1. Presides at all grad night committee meetings.
2. Coordinates the work of the committee and committee chairs.
3. Secures the grad night venue after consultation with the principal and PTSA president.
4. Refer to grad night binder
5. Manages the grad night budget.

Hospitality/Staff Appreciation Co-Chair:

1. Organizes and coordinates the following:
 1. Coffee/water/snacks for Registration week.
 2. Teacher Welcome Back Luncheon (day before school starts)
 3. Coffee/water/snacks for Back-to-School Night
 4. Staff Appreciation Lunches (2 in fall, 2 in spring)
2. Organizes and coordinates the following if budget permits:
 1. Stock coffee supplies in staff lounge and main office (\$xx per month- refill twice a month)
 2. Teacher treats (October, December, February)
 3. Staff breakfasts on Super Late Start or Staff Development days (2 per year)
 4. I have also provided snacks for staff on occasional Staff Development Days
 5. Sends an email (sign up genius) to request water/snack donations from parents.
 6. Sends an email (sign up genius) to request parent volunteers to help serve food during events(wellness day and staff appreciation days).
3. Makes every effort to reach out to local vendors for donations (Peets and Starbucks coffee for registration week and BTSN/ Smart & Final for money donation)
4. Makes every effort to attend PTSA meetings

Irvine Public Schools Foundations Rep:

1. Attends IPSF ambassador meetings (twice a year).
2. Reports IPSF news during the PTSA meetings.
3. Makes every effort to attend PTSA meetings

Parliamentarian:

1. Attend all meetings of the association and of the executive board and give necessary advice in parliamentary procedure when requested.
2. Call the first meeting of the nominating committee, conduct election of a chairman and give instructions in procedure, and may be contacted for additional information, if needed; and shall attend meetings of the nominating committee only if elected to serve as a member of the committee.
3. Chair the bylaws committee and review bylaws and standing rules annually. (See Changing Bylaws, Running Your PTA section, California State PTA Toolkit.)
4. Be entitled to all rights and privileges of membership including the right to make motions, debate and vote.
5. Makes every effort to attend PTSA meetings

Spiritwear Chair:

1. Audits the inventory of spirit wear in June and provides a copy of the log to the treasurer. Can ask for volunteers from EB to help with the inventory.
2. Places spirit wear order at the beginning of July.
3. Sells spiritwear during Kick off week (Tuesday-Thursday). All mornings except Seniors day.
4. Follows up on the web store orders and confirm with the student store volunteer coordinator.
5. Delivers the money to the financial secretary every day during Kick off week.

Committee Chairs

Directory Chair:

1. Coordinates with the membership VP to get the list of PTSA members who should have access to the directory
2. Coordinates with the school's Assistant Principal (Eric Keith) to get the list of families who agreed to **share** their information with PTSA.
3. Coordinates with the school's Assistant Principal (Eric Keith) to get the list of families who agreed to **include** their information in the **PTSA directory**.
4. Coordinate with Leanne to get the list of School staff/ school Site Council/PTSA EB to be included in the directory.
5. Uploads the list of all NHS families (who agreed to be included in the directory)
6. Uploads the list of directory users (Parent and Staff PTSA members)
7. Maintain Directory Spot throughout the year.
8. Makes every effort to attend PTSA meetings

Disaster Prep Co-Chair:

1. Checks with the school for the existing inventory in case items have expired.
2. Replenish expired items for new ones.
3. Gives a report during the PTSA meetings (at least once a year)
4. Makes every effort to attend PTSA meetings

Reflections Chair:

1. Communicates with the IUCPTA Reflections chair.
2. Organizes, coordinates and advertises the reflections contest in the school.
3. Sends the president an announcement to advertise Reflections in the weekly e-newsletter.
4. Sends the forms to the communications secretary to upload to the PTSA website.
5. Seeks volunteers to judge the Reflections entries in school.
6. Makes every effort to attend PTSA meetings

Student Store Manager:

1. Makes sure that the student store is fully stocked.
2. Coordinates with the student store shoppers for items needed in the student store.
3. Oversees the activities in the student store.
4. Works closely with the Executive Vice president for any issues.
5. Provides monthly sales reports to the Executive Vice president (who in turn reports it at the monthly PTSA meetings).
6. Makes every effort to attend PTSA meetings
7. Works closely with the Volunteer Coordinator to send out emails to volunteers to update them on any new procedures, products, etc.

8. Ensures enough money is in safe to make change for student store
9. Has a set of keys to student store
10. Organizes price lists, signs and products in store as needed
11. Keeps up to date with the nutritional guidelines as set forth by the school district
12. Makes copies of deposit slips for store and new deposits envelopes as needed
13. Responsible for checking and approving warrants turned in from shoppers.

Student Store Volunteer Coordinator:

1. Makes sure that the Student Store is adequately staffed with Volunteers (2-3) for business each day.
2. Creates and maintains the Student Store Volunteers' calendar.
3. Sends weekly email reminders to volunteers re upcoming week's SS schedule and finds substitutes for volunteers that have schedule conflicts.
4. Acts as a liaison between the volunteers and the Store Manager & PTSA regarding any issues and/or inventory needs, etc.