

PTA OFFICERS

ARE YOU INTERESTED IN BECOMING AN OFFICER?

Crossroads School is reconstructing their PTA Board
Anyone who cares about children can join

PRESIDENT

- Preside at all meeting of this local PTA
- Coordinate the work of officers and committees
- Perform other duties as prescribed by the bylaws



VICE PRESIDENT

- Act as aide to the president
- Perform the duties of the president in their absence or inability
- Perform other delegated duties as assigned

SECRETARY

- Record the minutes of all meetings
- Keep the official copy of the bylaws
- Maintain a membership list as required
- Perform other delegated duties as assigned



TREASURER

- Have custody of all funds and finances
- Keep full and accurate account of receipts and expenditures
- Make disbursements as authorized
- Present a written financial statement at every meeting and as requested
- Maintain accounts and financial records
- Prepare financial reports
- Perform other delegated duties as assigned

- THIS IS A SNAPSHOT OF THE RESPONSIBILITIES AND DUTIES OF EACH OFFICER
- MORE DETAILS WILL BE PRESENTED DURING THE NOMINATING COMMITTEE
- ELECTIONS WILL BE IN OCTOBER, DATE, TIME AND LOCATION DETAILS ARE FORTHCOMING
- SIGN-UP USING THE LINK BEFORE SEPT. 16, 2021

<https://forms.gle/S8G93pxuXMMpsrTn8>