

LHMS PTA Board Positions & Responsibilities

President

- Preside at all monthly Langston Hughes MS PTA meetings of the association
- Perform such other duties as may be prescribed in these bylaws or assigned by the association;
- Be a member ex officio of all committees except the nominating committee
- Coordinate the work of the officers and committees of the association in order that the objects may be promoted.

Vice President

- Act as aide(s) to the president
- Perform the duties of the president in the absence or inability of that officer to act
- Perform other delegated duties as assigned

Vice President, Ways & Means

The Vice President, Ways & Means shall be responsible for coordinating & overseeing all PTA fundraising committees and activities

Treasurer

- Have custody of all the funds of the association
- Keep a full and accurate account of receipts and expenditures as described in article V, section 4 of the bylaws
- Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association
- Remit by December 1 to the Virginia PTA/PTSA state office, state and national PTA dues for memberships received before December 1. Remit by March 1, dues received after December 1 and remit by June 30, all state and national dues received after March 1
- Have checks or vouchers signed by two officers, preferably the treasurer and the president
- Present a written financial statement at every meeting of the association and at other times when requested by the executive board
- Prepare an annual financial report at the close of the fiscal year
- Have the accounts examined according to the auditing procedures outlined in article VI of the bylaws
- Perform other delegated duties as assigned

Secretary

- Record the minutes of all meetings of the association, keep a copy of approved minutes in a binder, copy minutes to circulate for approval at each meeting, and submit minutes to the web chair for posting.
- Keep the official copy of the local unit bylaws in his/her files
- Maintain a membership list as required by the Virginia PTA/PTSA
- Perform other delegated duties as assigned