

Winston Churchill High School PTSA Officer Descriptions 2021-2022

Section 1. The **president** shall:

- a. preside at all meetings of this local PTA/PTSA, the board of directors, and the executive committee [this is the group of the elected members of the board only];
- b. coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted;
- c. be a member ex officio of all committees except the nominating committee;
- d. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors;
- e. review bank statements monthly and initial; and
- f. represent this PTA/PTSA at all council meetings or send an alternate

Section 2.A. **The vice president/president-elect** shall:

- a. act as an aide to the president;
- b. perform in the duties of the president in the absence or inability of that officer to serve;
- c. at the start of the term, obtain the files and records of the PTA from any outgoing officers, and share those files with current officers as necessary; and,
- d. agree to assume the role of president at the end of the term of the current president.
- e. ensure that the nominating committee is convened in a timely fashion and offers a slate of officers consistent with these bylaws;
- f. select chairs of standing committees, including (but not limited to) a post-prom committee, no later than [September 30](#) of each year;
- g. recommend any special committees to the executive committee for approval pursuant to Section 4; and,
- h. assume the office of president in the event that the vice president and president elect does not assume the office of the president.

Section 2.C. **The vice president – membership** shall:

- a. act as recording secretary if that officer is not present;
- b. maintain the membership roster in digital form;
- c. maintain primary responsibility for regular communications with members regarding PTSA business; and
- d. assume the office of President in the event that the vice president – committees does not assume the office of President according to the order of succession above.

Section 3.A. The **recording secretary** shall:

- a. record the minutes of all meetings of this local PTA/PTSA, the board of directors, and executive committee;
- b. be prepared to read the minutes of the previous meeting;

- c. file all records;
- d. have a current copy of the bylaws;
- e. maintain a current membership list; and
- f. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Section 3.B. The corresponding secretary shall:

- a. keep files of all correspondence and update the executive board regarding same at each regular meeting;
- b. assist the vice president – membership with maintaining the membership roster;
- c. assist the vice president – membership with notifying members of upcoming PTSA meetings and events in a manner consistent with the bylaws;
- d. communicate with membership through social media as necessary; and
- e. update membership regarding new officers in spring of each year.

Section 4. The treasurer shall:

- a. have custody of all funds of this local PTA/PTSA;
- b. keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month;
- c. make disbursements as authorized by the president or board of directors of this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA;
- d. present a written financial statement at every meeting of the executive committee, the board of directors, the general membership and at other times when requested by the board of directors;
- e. make a full report before the newly elected officers officially assume their duties;
- f. be responsible for the maintenance of such books of account and records as to conform to the requirements of Article IV, Section 13 of these bylaws;
- g. be responsible for preparing and filling all necessary tax forms and submitting a copy to the Maryland PTA office within thirty (30) days of filing;
- h. have the accounts examined at the close of the fiscal year and upon change of treasurer by an auditor or an auditing committee of not less than - three (3) persons who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. An auditor or an auditing committee shall be selected by the board of directors at least thirty (30) days before the new officers assume their duties; and perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Delegates Assembly - TWO MCCPTA DELEGATES are appointed to represent Churchill interests at the Delegates Assembly meetings each school year, who serve as members of the board and executive committee.

The Delegates Assembly is the body that bridges the council and local PT(S)As. Each local unit president and up to two (2) delegates represent their PTA or PTSA at these monthly meetings.

The privileges of introducing motions and voting are limited to the voting body, consisting of the president or alternate and two accredited delegates or their alternates from member PTAs/PTSAs as well as the MCCPTA officers, the immediate past president, area vice presidents, cluster coordinators, and all MCCPTA committee chairs. The monthly meetings provide an opportunity for delegates to present ideas, debate issues, become better informed, make personal contacts with other PTA leaders, and vote on MCCPTA actions. The conduct of business is governed by Standing Rules adopted by the delegates, MCCPTA bylaws, and Robert's Rules of Order Newly Revised, 11th ed. (Da Capo Press, 2011).

A number of school-related groups have designated representatives to MCCPTA. These liaisons may attend meetings—and participate in discussions if approved by the MCCPTA President—but have no vote.

MEETINGS: The Delegates Assembly generally is held on the fourth Tuesday of the month during the school year [at 7pm](#) (locations will be announced). Meetings are open to all PTA members.