

ILLINOIS PTA DUTIES OF OFFICERS

President

- preside at all meetings of this organization, the executive board, and the executive committee
- be a member ex-officio of all committees except the nominating committee and, if authorized to sign checks, the audit committee
- sign all legal documents, including contracts
- appoint members to special committees
- be responsible for other duties as may be assigned to him by the organization, the executive board, or the executive committee
- delegate the work of the organization to other officers or chairmen as may be appropriate
- coordinate the work of the officers and committees in order that the Objects may be promoted, and
- have completed the Illinois PTA President's Course before election or within six (6) months of election

Vice President

- act as aide(s) to the president
- perform the duties of the president in the absence or inability of that officer to serve

Secretary

- record the minutes of all meetings of this organization, the executive board, and the executive committee
- have a current copy of the bylaws
- have a current membership list
- conduct correspondence of the organization as directed, and
- perform such other duties as may be delegated

Treasurer

- receive all monies of this organization and keep an accurate record of receipts and expenditures
- place all monies in a depository approved by the executive board
- pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. Vouchers shall be signed by two persons. Checks shall be signed by the treasurer and one other duly elected and authorized officer.
- present a written financial statement at every meeting of the organization and at other times as requested by the executive board making a full report at the annual general membership meeting
- be responsible for the remittance of the state and national portion of the dues paid by each member
- provide the checkbook, all bank statements, canceled and voided checks, deposit slips, treasurer's record book and receipt book, vouchers and invoices for all disbursements to the audit committee
- be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service Regulations no later than the date established by the regulations
- not be a member of the audit committee, and
- complete the Illinois PTA ABCs of PTA Finance

All officers shall:

- have completed the Illinois PTA Information/Advanced Information Course before election or within six (6) months of their election
- perform the duties prescribed in the parliamentary authority of this organization in addition to those outlined in the bylaws and those assigned from time to time, and
- deliver to their successors all official material within ten (10) days following the meeting at which their successors take office