

Duties of Officers

President (or Co-Presidents)

The president shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president shall appoint chairpersons of PA committees with the approval of the executive board. The president shall delegate responsibilities to other PA members and shall encourage meaningful participation in all parent and school activities. The president shall attend all regular meetings of the presidents' council and shall be a mandatory member of the school leadership team. The president shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president shall be one of the eligible signatories on checks. The president shall attend OFEA professional development seminars relating to association leadership.

The president shall assist with the June transfer of PA/PTA records to the incoming executive board. [If co-presidents are allowed include: In the event that the association elects co-presidents, the remaining executive board members in consultation with the association will determine which co-president will serve as the core member on the school leadership team and which co-president will serve as the school's representative to the region/district presidents' council.]

Vice President

The vice-president shall assist the president or co-presidents and shall assume the president's or co-presidents' duties in his/her or their absence or at the president's or co-presidents' request. The vice-president shall be one of the signatories on all checks. The vice-president shall assist with the June transfer of PA/PTA records to the incoming executive board.

Secretary

The secretary shall maintain the official record (minutes) of the proceedings and actions of all association meetings. The secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The secretary shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The secretary shall maintain custody of the association's records on school premises. The secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The secretary shall assist with the June transfer of all PA/PTA records to the incoming executive board.

Treasurer

The treasurer shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall be prepared to present and provide copies of financial reports at all association meetings. The treasurer shall also prepare and provide copies of the interim and annual financial reports. The treasurer shall make available all books or financial records for viewing by members upon request and for audit. The treasurer shall attend OFEA professional development seminars relating to financial affairs. The treasurer shall assist with the June

transfer of all PA/PTA records to the incoming executive board.