



President

- Shall preside at all meetings of the general membership and the board of directors
- Shall coordinate the work of the officers, the board and the committees of this local PTA
- Shall perform duties as provided by these bylaws or assigned by this local PTA or by the board of directors
- Shall sign all contracts of this local PTA that have been approved by the board
- Shall be an ex officio voting member of all committees except the nominating committee

Vice President(s)

- Performs duties requested by the president and the board of directors
- In the event that the president's office is vacant, the vice president, or the vice presidents acting together, if there is more than one, shall assume the duties of the president until a new president is elected

Secretary

- Record minutes of all general membership and board of director's meetings
- Perform other delegated duties as may be assigned by the board of directors
- Shall maintain a file of important documents related to that local PTA, including but not limited to:
 - Articles of incorporation of this local PTA
 - Current uniform local bylaws approved by NCPTA and adopted by this local PTA
 - Current standing rules of this local PTA, if standing rules have been adopted by the board
 - Minutes of past meetings of the general membership and board of directors
 - Copy of the official membership roster provided for in Section 5.3 of these bylaws
 - Current roster of board members
 - Current roster of all committee members and chairs
 - Legal documents, including but not limited to insurance policies and contracts
 - Current and past tax returns
 - Current and past audit reports
 - **Additional Creekside-specific duties**
 - maintain the primary PTA email address
 - create and send out newsletter communications

Treasurer

- Collect, deposit and maintain all funds of this local PTA in approved depositories (including, but not limited to, all monies collected as local dues, raised in PTA activities, received as contributions, or otherwise acquired)
- Disburse funds in accordance with the annual budget adopted by this local PTA, and maintain records identifying the purpose and payee of all disbursements
- Maintain a current record of income, expenditures, assets and liabilities of this local PTA, and make all financial records available for inspection and review by the audit committee
- Present a financial report of income and expenses at the monthly PTA meetings
- Remit dues to NCPTA in accordance with Article 5 of these bylaws and the current NCPTA good standing requirements
- Prepare a year-end financial report by June 30 showing the total income and expenditures for the fiscal year, comparing those figures with the budget approved at the beginning of the fiscal year, and the assets and liabilities of the local PTA, and submit that report to the incoming president, treasurer and audit committee
- File all required tax forms and reports in a timely manner, including but not limited to tax returns for the previous fiscal year, and submit copies of all such filings to the secretary of this local PTA
- At the end of his/her term, transfer all financial records to the audit committee by July 1, and provide assistance to the audit committee upon request

Thanks to NCPTA for these descriptions: <https://ncpta.org/>