

The powers and duties of the Parent Club officers

President:

The President shall preside at all meetings and shall be chairman for the Board of Directors, having no vote except in the case of a tie, when he/she shall cast the deciding vote. He/She shall appoint a chairman for the standing committees, unless otherwise provided by these bylaws, and shall create, with the approval of the Board of Directors, other special committees as is deemed necessary. He/She shall be a member ex-officio of all committees except the Nominating Committee. He/She shall, with the Treasurer, sign all contracts and obligations authorized by the Board of Directors and/or depositing of all monies due to the Parent-Teacher Club. He/She shall be contacted regarding any questions or complaints. The President may serve as an ex-officio member of the Board of Directors the following year.

Vice President:

The Vice President shall assist the President and shall perform the duties of the President in his/her absence. He/She shall act as chairman of the Fundraising Committee and shall serve as a member of the Finance Committee. He/She will assist in the counting and/or depositing of all monies due to the Parent-Teacher Club.

Secretary:

The Secretary will attend and keep minutes of all meetings, conduct the general correspondence of the club, give notice of all meetings and act as chairperson of the Bylaws Committee. He/She will assist in the counting and/or depositing of all monies due to the Parent-Teacher Club.

Treasurer:

The Treasurer shall keep bookkeeping records of all monies due to the Parent-Teacher Club, pay the debts of the club and disburse all monies of the club as directed. He/She shall present a statement of finances at each board or general meeting, and present an audited financial report at the first regular meeting after the end of each fiscal year. He/She shall act as Chairman of the Finance Committee and shall submit a monthly report to the school principal and District Parent-Teacher Club Council for review.

Other Roles

Events Chair:

Collaborates with other members of the executive committee to create and execute exciting, interesting events for the club constituency. Ensures the fiscal viability of all events. Maintains a list of events and statistics throughout the year. Works closely with club secretary, communications chair and webmaster to promote upcoming events.

Communications Chair:

Publicizes club activities through email, social media and the school website. Works closely with the Secretary to maintain records of correspondence.

Webmaster:

Finds ways to use technology to improve organization's operations (e.g., communications and outreach). Develops and maintains club website and social media sites. Uses and informs other

officers about technological resources available. Liaises with the communications chair and club secretary.

Parent Volunteer Chair:

Parents Volunteer can become an enthusiastic core of club members and should be encouraged to do so. Through direct personal contact, parents should be made to feel that they are an integral part of the club. The Parents Volunteer Chair serves as liaison by encouraging the participation of parents in all club activities. The Parent Volunteer Chair should plan at least one or two activities specifically geared to parents.