

President: Shall preside at all meetings of the Association and shall be an ex-officio of all committees except for the nominating committee. He/she shall provide leadership for its members. He/she shall appoint chairperson of PA committees with approval of the executive board. He/she shall delegate responsibilities to other PA members and shall encourage meaningful participation in all parent activities; He/she shall attend all regular meetings of the President Council and shall be a core member of the School Leadership Team. He/she meet regularly with the executive board members in accordance with these bylaws to plan agenda for the general membership meetings. He/she shall be one of the signatories on checks. He/she or his/her designee shall represent the PA on district committees. He/she shall assist with the June transfer of PA records to the incoming executive board.

- **Vice President:** Will perform the duties of the president in his/her absence/disability or at the president's request. He/she will issue membership cards to members who have paid their dues, and will keep a list of such members.
- **First Vice President:** Will be in charge of programming for the general meeting, distribution of information, signing sheets and refreshments.
- **Second Vice President:** Will be in charge of fundraising.

Secretary: Will be responsible for maintaining an up to date file of all meetings for general executive board meetings. The responsibilities shall include notices, agendas, and sign-in sheets. The secretary shall prepare and read the minutes of each association meeting and shall make minutes available upon reasonable request. He/she will maintain custody of the association's records and reports. The secretary shall assist the treasurer with the June transfer of all Pa records to the incoming executive board. He/she shall be one of the signatories on checks.

Corresponding Secretary: Will attend to all official correspondence of the association, subject to the instruction or direction from the President. He/she will share information at the general PA Meeting.

Treasurer: The treasurer shall be responsible for all financial affairs and funds of the association. The treasure shall also be responsible for maintain an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall be prepared to present and provide copies of financial reports at all association meetings. The treasurer shall also prepare and provide the January 31st interim and June annual financial accounting reports. He/she shall make available all books or financial records for viewing by members upon request for audit. The treasurer shall prepare all financial PA records and assist with the June transfer of the incoming executive board.

Assistant Treasurer: Will assist the treasurer in any financial duties of the office.

In the event that the Recording Secretary is not available, the position must be rotated among the elected members of the executive board, whom are in attendance.