

Longfellow PTA Officers and Assigned Duties

Duties of the President

- Preside at all PTA meetings and Executive Board meetings
- Recruit and coordinate committee chairs
- Meet periodically with the principal (and the PTA VP)
- Attend the monthly principal's chat
- Attend Wauwatosa PTA Council meetings
- Attend Open House and 6th Grade Orientation (January)
- Update PTA materials for Forms and Fees including:
 - PTA Membership
 - PTA Volunteer Form
 - Classroom Volunteer Form
- Oversee the communication between the PTA and parents
- Present the Nolinski Awards at 8th Grade Promotion or designate another PTA Board member to present the awards.
- Coordinate the work of the officers

Duties of the Executive Vice President

- Attend all PTA meetings and Executive Board meetings
- Perform the duties of the president if needed
- Work with the president to divide responsibilities for the PTA major events and committees
- Meet periodically with the principal (and the PTA president)

Duties of the VP of Membership

- Attend all PTA meetings and Executive Board meetings
- Collect all membership data.
- Request checks for dues
- Submit PTA membership roster and dues to the state PTA no later than November 1st.

Duties of the Secretary

- Attend all PTA meetings and Executive Board meetings
- Record and retain the minutes for all PTA meetings
- Review and sign the treasurer's report at each meeting

Duties of the Treasurer

- Attend all PTA meetings and Executive Board meetings
- Serve as the chair for the budget committee and prepare the budget for adoption
- Keep a full and accurate account of receipts and expenditures
- Check the PTA mailbox for reimbursement and other requests at least once per week.
- Ensure that proper accounting procedures are being followed including:
 - Verifying that all deposits are counted by two people
 - Having all checks signed by two people
 - Depositing checks and fulfilling reimbursement requests within 5 business days
 - Verifying that all reimbursement requests and deposits include the PTA accounting forms
- Complete and present a Treasurer's Report at each PTA meeting and an annual report at the end of the year. Send the report to the president at least 1 day before each PTA meeting.
- Have the PTA accounts examined annually by an auditor. Submit a signed copy of the report to the PTA no later than November 1st.
- Complete the PTA tax return or have the tax return completed by the auditor.
- Submit government and insurance forms by the required deadlines.