

President

The president shall:

- a. preside at all meetings of the association;
- b. serve as an ex officio member of all committees except the nominating committee;
- c. coordinate the work of the officers and committees of this local PTA in order that the Objects may be promoted; perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Board of Managers.

Vice President

The vice president(s) shall:

- a. act as aide(s) to the president;
- b. in their designated order 1st vice president and 2nd vice president perform the duties of the president in the president's absence or inability of that officer to serve;
- c. a vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the 1st vice president.
- d. bank statement/check book balancing will be done by the 1st vice president on a monthly basis;
- e. the 2nd vice president will oversee all fundraising activities; perform such other duties as may be provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, or Board of Managers.

Treasurer

The treasurer shall:

- a. have custody of all funds of this local PTA
- b. maintain a full account of the funds of this local PTA;
- c. make disbursements as authorized by the president, Board of Managers or this local PTA in accordance with the budget adopted by this local PTA;
- d. have checks or vouchers signed by two people; the treasurer and one other person;
- e. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Hazel Grove PTA;
- f. provide a written financial statement to the Board of Managers at each meeting;
- g. present an annual report of the financial condition of the organization;
- h. submit the books annually for an audit by an auditing committee selected by the Board of Managers at least one month before the meeting at which new officers assume duties.
- i. report the findings of the annual audit to the Board of Managers;
- j. perform such other duties as may be provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, or Board of Managers.

Secretary

The secretary shall:

- a. record the minutes of all meetings of the Hazel Grove PTA;
- b. be prepared to read the records of any previous meetings;
- c. file all records;
- d. have a current copy of the bylaws;
- e. maintain a membership list;
- f. furnish the Treasurer copies of all minutes
- g. perform such other duties as may be provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, or Board of Managers.

Teacher Representatives

The teacher representatives shall:

- h. attend all meetings of the Hazel Grove PTA;
- i. be prepared to relay information back to their respective looping levels;
- j. be prepared to present to the Hazel Grove PTA Board of Managers any concerns, wishes, or ideas from their respective looping levels;
- k. perform such other duties as may be provided by these bylaws, prescribed by the parliamentary authority, or directed by the president, or Board of Managers.