

Cedar Grove PTA Board of Directors
Position Descriptions

President (ave. monthly time commitment = 12 hours):

- Preside at all PTA meetings and Board meetings, and draft agendas for the meetings
- Chair annual PTA budget meeting
- With help from the Board and the Volunteer Coordinator, coordinate the work of the officers and committees
- Sign PTA checks
- Reserve rooms for events through ICB
- Manage the PTA Yahoo listserv
- Apply for MD Artist Resident Grant
- Attend Clarksburg/Damascus cluster meetings (3-4 meetings a school year), or assign attendance to another Board member
- Represent the PTA at the Kindergarten Back-to-School Night and at the Cedar Grove Open House

Vice Presidents (2 vacancies) (ave. monthly time commitment = 5 hours):

- Act as aides to the President
- In their designated order, perform the duties of the President in the absence or inability of the President to serve
- Organize beginning of the year Welcome Picnic

Secretary (ave. monthly time commitment = 4 hours):

- Record the minutes of all meetings of the PTA and the Board; edit the minutes and submit them for approval by the PTA membership
- Have a current copy of the PTA By-laws and make sure it is available at all meetings
- Renew by-laws (renewal is due every 2 years)
- Write 'Thank You' notes after PTA events
- Maintain a current membership list

Treasurer (ave. monthly time commitment = 6 hours):

- Have custody of all the PTA funds
- Keep a full and accurate account of receipts and expenditures, including reconciliation of the bank statements each month
- Make disbursements, as authorized by the President of the PTA, in accordance with the budget adopted by the PTA
- Present a financial statement at every monthly meeting of the general membership
- Make a final report before the newly elected officers officially assume their duties
- Be responsible for the maintenance of the books of accounts and records in accordance with the requirements of the Maryland PTA
- Be responsible for preparing and filing all necessary tax forms
- Have the accounts examined at the close of the fiscal year and upon change of Treasurer by an auditor or an audit committee of not less than 3 people
- Receive all monies from PTA events and deposit funds in a timely manner