



FRANKLIN ELEMENTARY

Executive Board

Roles and Responsibilities

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President

The President shall:

- a. Coordinate the work of officers and committees
- b. Preside at all meetings of the association and Executive Board
- c. Be a member (ex officio) of all committees except the Nominating Committee
- d. Appoint the Corresponding Secretary, the Parliamentarian, the Chairperson(s) and members of committees
- e. Prepare the list of association officers and chairpersons and submit to the Council by the April 25th deadline
- f. Sign all authorizations for payment as required by the Executive Board or association
- g. Prepare the association annual report required by the California State PTA
- h. Attend Council and district meetings
- i. Have all newsletters, flyers, and/or notices approved by the Principal prior to distribution
- j. Have all contracts and/or legally binding documents approved by the association prior to signing a contract along with another elected officer
- k. Develop the calendar – in conjunction with the Principal
- l. Obtain district permits and signed waivers (or Executive VP)

Committees/Special Tasks directed by the President and Executive Vice President:

- Book Fairs
- Budget and Finance
- Carnival
- Children's Art Project Fundraiser
- Annual Fund Drive
- Franklin Logowear
- Honorary Service Awards
- Room Parent Coordinators
- Parent Education
- Technology
- School-wide Email
- Online Directory
- SMMEF

Executive Vice President

The Executive Vice President shall:

- a. Serve as the primary aide to the President
- b. Perform the duties of the President when the President can't
- c. Obtain district permits and signed waivers (or President)
- d. Develop the calendar – in conjunction with the President and Principal

Committees/Special Tasks directed by the President and Executive Vice President:

- Box Tops for Education
- Budget and Finance
- Carnival
- Children's Art Project Fundraiser
- Annual Fund Drive
- Franklin Logowear
- Honorary Service Awards
- Room Parent Coordinators
- School-wide Email
- Online Directory
- SMMEF

Vice Presidents

The additional Vice President(s) shall act as aide(s) to the President and Executive Vice President and shall, in their designated order, perform the duties of the President in the absence or disability of that officer to act.

- a. The 1st Vice President shall serve as Literacy and Education Director Committees/Special Tasks directed by the 1st VP are:
 - Book Fair
 - Parent Education Group
 - Library Volunteers
 - Multi-Cultural Events
 - Reflections
 - Science Fair & Club
 - Technology
- b. The 2nd Vice President shall serve as Hospitality Director Committees/Special Tasks directed by the 2nd VP are:
 - Parent Orientation

- Back-to-School Picnic
 - Fifth Grade Culmination
 - Honorary Service Awards Reception
 - Kindergarten Roundup
 - Monthly PTA Refreshments - Hospitality
 - Staff Appreciation
- c. The 3rd Vice President shall serve as Health and Safety Director Committees/Special Tasks directed by the 3rd VP are:
- Disaster Preparation
 - Green Team/Beautification/Gardening Team (Electronic Dump Day)
 - Lost and Found
 - Nurse's Office
 - Red Ribbon Week
 - Traffic Safety
 - Recess Activity/Art Carts
 - Lunch Supervisors
- d. The 4th Vice President shall serve as Community Information Director Committees/Special Tasks directed by the 4th VP are:
- Legislation
 - Pennies for Patients
 - PTA Membership
 - New Parent Tours
 - Special Ed Parent Support
 - Turkey Trot
 - Values T-Shirts
- e. The 5th Vice President shall serve as School-wide Communications Director Committees/Special Tasks directed by the 5th VP are:
- Online Directory
 - School-wide eblasts
 - Room Parent Coordinators
 - Marquee
 - Signs/Classroom Doors
 - Volunteer Coordinator
 - First Day Packets

Deputy Presidents (Appointed Position)

The President subject to ratification of the executive board may appoint a deputy to the following officers. These deputies will have full voting privileges.

- a. Deputy First Vice President, Literacy and Education Director/Chairperson - This person shall serve as the primary aide to the First Vice President and help oversee Science Club, Parent Education Group, Library Volunteers, Book Fair, Multi-Cultural Event, and Reflections.
- b. Deputy Second Vice President, Hospitality Director/Chairperson - This person shall serve as the primary aide to the Second Vice President and help oversee Back To School Picnic, Franklin Follies, 5th Grade Culmination, HSA Awards, Kindergarten Round Up, Staff Appreciation, Welcome Coffee, and Monthly PTA Refreshments.
- c. Deputy Third Vice President, Health and Safety - This person shall serve as the primary aide to the Third Vice President and help oversee Disaster Preparation, Green Committee, Electronics Dump Day, Campus Beautification, Gardening Team, Lost and Found, Nurse's Office, Red Ribbon Week, and Traffic Safety.
- d. Deputy Fourth Vice President, Community Information Director/Chairperson - This person shall serve as the primary aide to the Fourth Vice President and help oversee Legislation, Pennies for Patients, PTA Membership, New Parent Tours, Turkey Trot, and Values T-Shirts.
- e. Deputy Fifth Vice President, School-wide Communications Director/Chairperson - This person shall serve as the primary aide to the Fifth Vice President and help oversee Online Directory, School wide E-Blast, PTA Website, Room Parent Coordinators, Volunteer Coordinator, Marquee, and First Day Packets.

Recording Secretary

The Recording Secretary shall:

- a. Keep an accurate record of the proceedings of all association and Executive Board meetings in a bound book which is the legal record of this association
- b. Be prepared to refer to minutes of previous meetings
- c. Prepare a list of all unfinished business for the use of the President
- d. Record all expenditures in the minutes
- e. Keep a current list of paid member of the association
- f. Keep a current signed original set of the Bylaws and Standing Rules

Treasurer

The Treasurer shall:

- a. Keep the books including gross income, receipts, and disbursements. Also number of members, the dues collected from the members and the amount of dues sent to the California State PTA. The books need to be open to inspection at all reasonable times
- b. Chair the budget committee and prepare the budget for adoption by the association
- c. Contact the bank to secure signatures of all authorized signers on all checking and savings account signature cards
- d. Receive all monies from the Financial Secretary, give the Financial Secretary a receipt, and immediately deposit that money in the name of the association
- e. Receive and retain a copy of the deposit slip for any deposit made
- f. Pay all bills as authorized by the Executive Board or the association after getting signed authorization for payment
- g. Secure two signatures on all checks – president, executive vice president, and Treasurer should be authorized to sign. Note that authorized signers can't be related by blood, marriage, or reside in the same household
- h. Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of the association
- i. Retain financial records for seven years including the current year
- j. Tell the membership about expenditures as they relate to the budget
- k. Remit all council, district, State and National portions of per capita dues monthly to the Council
- l. Present a Treasurer's report at every meeting of the association and executive board
- m. Fill out and forward all necessary report forms required by the California State PTA for insurance and file all tax returns and other forms required by government agencies. Forward two copies of all government filings to the Santa Monica-Malibu Council of PTAs.
- n. Make an annual financial report to the association, which includes gross receipts and disbursements for the year. Forward two copies of the annual financial report to the Santa Monica-Malibu Council of PTAs.
- o. Pay the incorporation fee to the Secretary of State

Financial Secretary

The Financial Secretary shall:

- a. Give a receipt for all monies received for the association and remit that money at once to the Treasurer or deposit in the bank and give a copy of the deposit slip to the Treasurer
- b. Prepare all authorizations for payment
- c. Keep an accurate record of all receipts and authorizations for payment for filing with the Treasurer's records
- d. Present a monthly report at every association and Executive Board meeting
- e. Make an annual report to the association

Auditor

The Auditor shall:

- a. Audit the books and financial records of the association semiannually
- b. Prepare a mid-year audit to be completed in January. The year-end audit shall be completed in July. A third audit shall be completed in March.
- c. Present a written report to the executive board at the February, April, and September meetings
- d. Present a written report for adoption by the association at the February, April, and September meetings
- e. Audit the books upon resignation of the Treasurer, Financial Secretary or any check signer and at any time deemed necessary
- f. Not be related by blood, marriage, or reside in the same household as the financial officers and/or authorized signers of checks
- g. Be responsible for verifying on the Audit Report Form that all forms required by the California State PTA for insurance, tax returns and other forms required by state and federal government agencies have been completed and filed by the due date
- h. Forward two copies of the adopted semiannual audits to the Santa Monica-Malibu Council of PTAs

Historian

The Historian shall:

- a. Assemble and preserve a record of the activities, achievements and volunteer hours of the association
- b. Act as custodian of records and other materials pertinent to the history of the association
- c. Assist the President with the preparation of the association's annual report required by the California State PTA

Corresponding Secretary (Appointed Position)

The Corresponding Secretary shall:

- a. Conduct all necessary correspondence of the association
- b. Notify officers of their election and chairpersons of their appointments
- c. Send out notices of executive board meetings

Parliamentarian (Appointed Position)

The Parliamentarian shall:

- a. Attend all meetings and give necessary advice in parliamentary procedure when requested
- b. Call the first meeting of the nominating committee, conduct election of a chairperson and give instructions in procedure. The parliamentarian may be contacted for additional information if needed, but only attends meetings of the nominating committee if elected to serve as a member of that committee
- c. File the annual Charitable Trust Registration with the Office of the Attorney General for the State of California
- d. Chair the Bylaws committee and review Bylaws and Standing Rules annually
- e. Be entitled to all rights and privileges of membership including the right to make motions, debate, and vote

Standing Committees

- Special Education
- Literacy and Education
- Hospitality
- Health and Safety
- Community Information
- School-Wide Communications