

Hough Elementary PTSA Board Position & Responsibilities

BOARD OF DIRECTORS

Hough Elementary PTSA (Parent, Teacher, Student Association) is a registered 501(c)(3) non-profit business governed by the bylaws of the Washington State PTA and the standing rules of the Hough PTSA unit. PTSA is a member-driven association. The fundamental role of the Board is to govern, though much of the day-to-day work of a PTSA is done by its Board. Boards are entrusted with the PTSA's work by the members. Although some responsibility can be delegated to officers or committees, ultimately it is the board of directors that is responsible for the PTSA. As stewards, the board has specific legal responsibilities, such as paying taxes and annual corporation renewals.

Currently, the Board holds one 1-hour meeting per month, however, frequency of meetings is decided by the Board. WA State PTA requires all board members attend a minimum of one training a year. Trainings are available in-person and online. Each unit needs at least one board member to attend the 'PTA and the Law' training each year. A PTSA board position is an important commitment. Time commitment required depends on the calendar of events, number of volunteers recruited to run programs, and the scope of programs the PTSA sets for the year.

ALL BOARD AND COMMITTEE POSITIONS CAN BE SHARED!!

TERM OF OFFICE

The term of office for elected positions is one year (July 1- June 30). No member may serve more than two consecutive terms in the same office (position). Officers who have served eight months in a position will be considered to have served a full term. (WSPTA Uniform Bylaws, Article 5, Section 6).

ROLE DESCRIPTION & DUTIES

Treasurer

Time Commitment: 2-5 hours per week

Role:

The Treasurer is responsible for all funds of the association, managing books and records, budgets, deposits, invoices and receipts for audit, and prepares tax returns.

Duties:

- Keeps an accurate and very detailed account of all funds received and all funds disbursed through the PTSA, including all vouchers, receipts, bank statements, cancelled checks and other records.
- Manage PTSA finances including bank transactions and ledger reconciliation
- Pay all PTSA bills and invoices.
- Ensures taxes and reports required by state and federal governments as completed and submitted on time.
- Serves as chair of the budget committee (if established) and presents the budget to the board and membership.
- Prepares and submits a detailed, written monthly financial report to the board of directors.
- Provides all financial records as requested by the president or board of directors.
- Writes a receipt for all cash transactions.
- Is responsible for acquiring petty cash for events.
- Receives all funds from the PTSA and promptly (within 24hrs) deposits all funds only into the PTSA's account.
- Collects and counts monies from PTSA events, fundraisers, programs, and activities.
- Completes liability insurance, IRS forms including tax exempt 990 forms, state corporate annual report and charities program forms, filing and paying and applicable local taxes, and renewing business licenses and local permits. Makes copies of these forms for the legal document notebook(s).

- Works with a membership chair (if appointed) to pay membership dues.
- Closes PTSA books by June 30th.
- Submits books and records to the financial review committee and is accessible to the financial review committee during the review(s).
- Delivers all books and records to the newly elected treasurer and works with them to ensure a smooth transition at the end of the year (June 30th).
- Attends all executive committee and membership meetings.
- Attends all region and Washington State PTA trainings as required, including PTA and the Law.
- Collaborates with the board on completion of the annual Standards of Affiliation agreement.
- Promotes a positive image of PTA in the community.