ROMS PTSA Executive Board Position Descriptions

President

1. Provides an agenda and presides over all PTSA meetings.
2. Shall be a member ex officio of all committees except the Nominating Committee.
3. Maintains a fair and impartial position at all times.
4. Maintains communications between PTSA and Principal and Asst. Principal(s).
5. Sends biweekly or monthly announcements to the VP-Communications (collected from Principal, ROSD, Students Council, etc.).
6. Assures that existing board members are giving incoming board members proper training.
7. Maintains the PTA website and PTA Facebook, with the Member at Large - Communications.
8. Is the second signer for banking.
9. Attends monthly RO Council meetings and reports back to the ROMS PTSA.

First Vice President - Membership

1. Performs the duties of the President in his/her absence.
2. Coordinates the installation of new officers.
3. Shall provide oversight of the annual membership drives as needed.
4. Maintains a membership list
5. Maintains the online PTA directory and helps members gain access (If applicable).
6. Enters members into Memberhub when they have not joined online.

Second Vice President - Historian/Activities/Parliamentarian

1. Performs the duties of the President in his/her absence.
2. Acts as an aid to the President.
3. Compiles and keeps a record of PTSA activities including fundraisers and other events.
4. Keeps hard copy and electronic notes for all current/past activities, fundraisers (including counting and sending in box tops, Amazon, Kroger) and other events.
5. Responsible for knowing Robert’s Rules of Order.

Member at Large - Communications

1. Responsible for preparing press releases and contacting media for coverage of PTSA events/activities.
2. Maintains the PTA website and PTA Facebook, with the President.
3. Send out biweekly – monthly announcements via email blasts and Facebook.

Teacher Representative (not required)

1. Acts as a liaison between the PTSA and Royal Oak Middle School Staff.

Secretary

1. Keeps an accurate and permanent record of all PTSA meetings.
2. Has a current copy of bylaws and standing rules.
3. Keeps a record of attendance at all PTSA general meetings.
4. Provides minutes from the previous meeting at each monthly PTSA meeting and for PTA website.
5. Turns recorded minutes over his/her successor.
6. Handles all correspondence as required by the President or PTSA Board.
7. Updates newly elected Officers to Michigan PTA via Memberhub.

Treasurer

1. Prepares and presents budget.
2. Writes checks and offsets with budget.
3. Makes deposits to bank.
4. Balances checkbook.
5. Presents at monthly PTSA meetings and provides reports for PTA website.
6. Forward membership dues to Michigan PTSA by the 28th of each month.
7. Forward $40.00 unit dues to Michigan PTSA on or before June 1st.
8. Submit Budget and Audit to Michigan PTSA by December 1st.
9. Files any necessary IRS reports and/or coordinates with CPA to do so.
10. Prepares sales tax return (if necessary).

Member-At-Large

1. Chairs Nominating Committee and is responsible for filling vacancies where possible on PTSA Board.
2. Works in an advisory capacity and assists President when requested.
3. Counts votes when necessary.
4. Shall be long-standing Board Member, if possible.
5. Responsible for Founder’s Day responsibilities.