

PRESIDENT: *Article VII, Section 1*

The President shall:

- Preside at all meetings of the association and of the BOM;
- Be a member ex-officio of all committees except the Committee on Nominations and Leadership Development;
- Be a designated signer on checks;
- Coordinate the work of the BOM and committees in order that the Purposes are promoted;
- Work with the Principal of Collierville Elementary School to oversee the effectiveness of the PTA projects within the school;
- Appoint a Parliamentarian subject to the approval of the BOM;
- Be the main channel of information for the board and membership;
- Serve as a member of the Budget and Finance Committee and the Bylaws/Standing Rules Committee;
- Help prepare future leaders of PTA;
- Perform such other duties as may be prescribed in the local PTA bylaws, as well as duties deemed necessary by the association.

VICE PRESIDENT: *Article VII, Section 2*

The Vice President shall:

- Fill a vacancy occurring in the office of President for the remainder of the unexpired term;
- Assist the President in the administration of PTA functions for the school year;
- Serve as an aide to the President and shall, in the case of the absence of the President or the inability of that officer to act, perform the duties of the President;
- Be a designated signer on checks;
- Remind parents with yard signs and students with memos regarding upcoming PTA general membership meetings;
- Organize and prepare for the selection of guest speakers for PTA general membership meetings;
- Present guest speakers to the PTA general membership;
- Coordinate and organize invocations for PTA general membership meetings;
- Serve as a representative in lieu of the President in PTA and other school committees, as delegated by the President;
- Serve as a member of the Budget and Finance Committee and the Bylaws/Standing Rules Committee;
- Perform such other duties as may be prescribed in the local PTA bylaws, as well as duties deemed necessary by the association.

SECRETARY: *Article VII, Section 3*

The Secretary shall:

- Keep accurate records of all minutes from previous meetings and distribute copies electronically using CES PTA email of current minutes to members within 7 days of the meeting;
- Have on hand a current copy of the bylaws;
- Have on hand a current copy of the standing rules;
- Provide a current membership list as supplied by the Membership Chairman to the final general membership meetings;
- Keep accurate records of all minutes from previous meetings;
- Keep up with all correspondence for the association;
- Send appropriate cards/notes as deemed necessary by the board;
- Sign Funds Disbursement Forms prior to forwarding to the Treasurer;
- Keep records of all email votes and discussions;
- Serve as a member of the Budget and Finance Committee and the Bylaws/Standing Rules Committee;
- Perform such other duties as may be prescribed in the local PTA bylaws, as well as duties deemed necessary by the association.

TREASURER: *Article VII, Section 4*

The Treasurer shall:

- Have custody of all funds of the association;
- Ensure that all insurance policies are renewed (including, but not limited to Bonding Insurance);
- Keep a full and accurate account of receipts and expenditures;
- In accordance with the budget adopted by the association, make disbursements as authorized by the President, BOM or association;
- Present a financial statement at every meeting of the association and at other times when requested by the BOM;
- Present a detailed financial statement comparing budget vs. actual funds for each officer at the April BOM meeting;
- Be responsible for the maintenance of such books of account and records as conforming to the requirements of *Article VII, Section 5*, of the bylaws;
- Present the proposed budget from the BOM to the association, no later than the September general PTA meeting for adoption;
- File necessary information with the IRS (including, but not limited to IRS form 990), TN Secretary of State annual report, Collierville Schools support organization forms, and any additional fundraising documents, and remind CES Principal to submit any additional fundraising forms required by Collierville Schools;
- Have the accounts examined annually or upon change of officer by an auditor or an auditing committee;
- Serve as chairman of the Budget and Finance Committee;
- Serve as a member of the Bylaws/Standing Rules Committee;
- Shall maintain possession of any tax-exempt cards, and the original tax-exempt form;
- Perform such other duties as may be prescribed in the local PTA bylaws, as well as duties deemed necessary by the association.