

Quick Reference Sheet Reminders

Executive Committee

1. Officers voted on at the April/May General Membership Meeting.
2. All Officers are expected to attend all EC Meetings.
3. All Officers are responsible to send the President a report by the 15th of each month for progress in their role.
4. Shall meet minimally once a month (General Membership/Board can take the place of EC meetings).
5. All Officers are expected to be present at PTA sponsored events.
6. A majority of the EC constitutes quorum.

Board of Directors

1. Appointed by the Executive Committee.
2. Shall meet minimally every other month (General Membership can take the place of Board meetings)
3. Special meetings can be called with 5 days notice.
4. Vacancies will be voted on by the entire Board.
5. Chairpersons must present a Plan of Work **rough draft** to the Executive Committee.
6. Chairpersons must present a **detailed** Plan of Work to the Board of Directors.
7. Chairpersons must keep detailed records outlining duties and activities for their successors.
8. Within 14 days of the event chairpersons verify expenses and revenues with the Treasurer.
9. **Commissioners (Spring Carnival, Jingle Bell Blvd, Teacher Reps(2))**
 - a. Expected to attend all Board Meetings
 - b. Voting Members on the Board; impact quorum
 - c. Majority of the Board constitutes a quorum
10. **Consultants (Art Fair, Breakfast w/ Buddy, Family Event, Reflections, 5th Grade Promotion, Popcorn Fridays, Staff Appreciation, Spirit Wear)**
 - a. Not required to attend all Board Meetings
 - b. Non-voting members on the Board; do not impact quorum

Processes

1. The President is the liaison between the PTA and school/Principal.
2. **Communications**
 - a. VP of Communications will be the liaison between the PTA and school communication.
 - b. Flyers and communication are to be done with the VP of Communications and Committee Chair with approval from the President and Principal.
 - c. Committee Chairs need to have any information for the newsletter to the VP of Communications by the 15th of the month.
 - d. VP of Communications will send a copy of the Newsletter to the EC by the last Monday of the month; newsletters will be sent out the last Friday of each month.
3. **Volunteers/Sign ups**
 - a. All sign ups shall be created by the VP of Volunteers.
4. **Finance**
 - a. Checks require 3 signatories (President, Treasurer, Secretary).
 - b. All money received will be recorded on a "Funds Received" Form.
 - i. Two counters must be present.
 - ii. 1 counter must be an Officer.
 - c. Check Requests must be made on the "Authorization of Payment" Form.
 - i. Must include original receipt.
 - ii. Approval of the President is required.
 - iii. Authorization is provided in the current Budget.
 - iv. Must be requested within 60 days of the event.
 - d. All deposits must be recorded on a "Deposit Summary" Form.
 - i. Made within 7 days of receipts.