

Executive board responsibilities

- Transact business as directed by the association and business between association meetings
- Pay bills
- Create committees as needed
- Fill vacancies
- Present reports to the association
- Receive financial reports
- Protect assets of the association
- Understand the organization
- Attend meetings



Annual Checklist

Upon Election/Summer

- Prepare preliminary Budget; get authorization for summer expenditures
 - Distribute PTA materials to the appropriate officers and chairman
 - Distribute officers/chairmen procedure books
- Prepare for back to school activities
- Check with council/district for meeting schedules and training opportunities
 - Meet with principal and executive board to prepare calendar of activities for the year

September/October

- Prepare for the Back to School Association meeting; remind officers of their roles in the meeting. Secretary needs to have minutes from prior association meeting for approval, treasurer needs to present budget and treasurer report, auditor needs to present audit of the preceding fiscal year.
- Remind treasurer to remit per capita monthly with required paperwork

November/December

- Forward proposed resolutions in time for action by council/district
- Remind treasurer to remit per capita, insurance and Workers Comp forms
- Financial officers should be preparing for the audit

January/February

- Conduct election of nominating committee at an association meeting
- Prepare for Founders Day program; may include Honorary Service Award presentations
- Remind treasurer to remit final per capita through channels to meet the membership year-end
- Begin planning for convention representation

March/April

- Conduct the election of officers at the annual meeting
- Work with the historian on the Annual Report
- Begin transition with president-elect
- COMPLETE THE JOB

May/June

- Prepare for the final association meeting
 - Motions for executive board to pay summer bills and appoint committee to read and approve minutes of last meeting
- Present procedure book to president-elect; follow up with officers/chairmen for the same
- Work with the president-elect to plan an installation.
- Be available for advice – when asked