

# Parent Volunteer Officer Roles & Responsibilities

Sound Christian bylaws mandate the election of four officers: President, Vice President, Treasurer and Secretary. Other elected roles are Room-Parent Coordinator and Development/Secondary Coordinator(s). Each officer serves for a one-year term. A brief description of the duties, roles, and responsibilities of each officer (as excerpted from the PTA bylaws) is provided here.

The **President** shall:

- Preside at all meetings of the association;
- Perform such other duties as may be prescribed in these bylaws or assigned by the association;
- Be an ex officio member of all committees except the nominating committee;
- Coordinate the work of the officers and committees of the association in order that the Purposes may be promoted.

The **Vice President** shall:

- Act as aide to the president;
- Perform the duties of the president in the absence or inability of that officer to serve;
- Perform such other duties as may be assigned by the association.

The **Treasurer** shall:

- Have custody of all the funds of the association and oversee funds of other committees;
- Keep a full and accurate account of receipts and expenditures;
- Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- Have checks or vouchers signed by two authorized persons (the treasurer and one other);
- Present a financial statement at every meeting of the association and at other times when requested by the executive board;
- Make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- Be responsible for the maintenance of such books of account and records;
- Have the accounts examined annually or upon change of officers by an auditor or an auditing committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- Submit the books annually for an audit by an auditing committee selected by the executive board at least two weeks before the meeting at which new officers assume duties.

The **Secretary** shall:

- Record the minutes of all meetings of the association;
- Have a current copy of the bylaws;
- Maintain an up-to-date membership list;
- Perform such other duties assigned by the association.

The **Elementary Coordinator** shall:

- Lead elementary class room parents;
- Assist with Run as One coordinating volunteers, encouraging donations, and prizes;
- Assist with staff appreciation week, class bake sales, and class parties;
- Work with admissions and new family engagement on an elementary level
- Assist with events sponsored by the PVN
- Perform such other duties assigned by the association.

The **Secondary Coordinator** shall:

- Coordinate with secondary and middle school parents;
- Work with admissions and new family engagement on a secondary level
- Assist with staff appreciation week
- Assist with events sponsored by the PVN
- Perform such other duties assigned by the association.

The **Grandparent Liaison** shall:

- Encourage grandparent involvement
- Help coordinate grandparent volunteers
- Perform such other duties assigned by the association

The **Alumni Liaison** shall:

- Assist with alumni events and activities such as Alumni Night at football and basketball games
- Encourage alumni involvement alongside development, advancement and admissions
- Perform other such duties assigned by the association