



## Duties of Officers of HSAS PTA

(from section 3 of HSAS PTA By-Laws)

**3.1 President:** This title allows for a single president or two co-presidents, running jointly. The president shall preside at all meetings of the PTA and shall be an exofficio member of all committees except the nominating committee. The president shall provide leadership for its members. The president shall appoint chairpersons of PTA committees with the approval of the Executive Board. The president shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all parent activities. The president shall attend all regular meetings of the Bronx Presidents' Council or Bronx High School Federation, and shall be a mandatory member of the HSAS School Leadership Team. The president shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president shall be one of the signatories on checks/accounts(s) of the Association, or if there are co-presidents, they shall be two of the signatories on checks/account(s) of the Association. The president or his/her designee shall represent the PTA on district/regional committees. The president shall assist with the June transfer of PTA records to the incoming Executive Board. If co-presidents, they shall have broad discretion in determining how to apportion the duties of president between themselves. In the event that the co-presidents are unable to act in unison to carry out their responsibilities, the issue shall be decided by vote of the Executive Board.

**3.2 Vice President:** The vice president shall assist the president and shall assume the presidents' duties in his/her absence or at his/her request. The vice president shall be cognizant of all committee activities and shall see to their smooth functioning. The vice president, in the absence of the president or treasurer, as the case may be, shall be one of the signatories on checks/account(s) of the Association. The vice-president, in case of temporary absence, shall assume or assign the duties of the recording secretary in his/her absence.

**3.3 Recording Secretary:** The recording secretary, or co-recording secretaries, shall maintain the official record of the PTA on school premises and shall facilitate the transfer of PTA records to the new board in June. The secretary shall prepare and make the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting, or before by email or newsletter, for review and approval by the general membership. The secretary shall be responsible for reviewing, maintaining and responding to all correspondence regarding the association, including correspondence received in the PTA's email inbox. Working with the Communications Secretary and the Parent Coordinator, the Recording Secretary will send out to the General Membership agendas for upcoming meetings and all notices required by these Bylaws by either backpack, U.S. mail, email, newsletter, PTA website or school website. The recording secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office.

**3.4 Treasurer:** The treasurer, or the co-treasurers, shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for maintaining an updated record of income and expenditures on school premises and shall be one of the signatories on checks/account(s) of the Association. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall keep a record of the deposit of monies collected. Records will include the reason and amount of the deposit. A notice or letter of acknowledgement of monetary gifts will be sent to donors. The treasurer shall disburse the funds of the PTA as authorized by the Annual Budget adopted by the Membership, taking proper documentation for such disbursements. All such disbursements will be signed by two signatories, one of which shall be the treasurer, or in his/her absence, the president(s) and will be accompanied by proper documentation that gives details of the expenditure. The PTA treasurer shall prepare and present a written report of all transactions at every executive board and general membership meeting. This report must include income, refunds, reimbursements and other expenditures, and opening and closing balances for the reporting period. The treasurer shall also prepare and provide the December 31st interim and June annual accounting reports. He/she shall make available all books or financial records for viewing by members upon request and for audit. The treasurer shall prepare and assist the recording secretary with the June transfer of all PTA records to the incoming executive board. The Treasurer shall also prepare any annual filings relating to the Association's status as a 501(c)3 tax-exempt organization.

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**3.5 Fundraiser:** The fundraiser, or co-fundraisers, shall be responsible for all fundraising activities, including but not limited to chairing the fundraising committee, conducting annual solicitations and developing and implementing all fundraising activities. This officer shall present all PTA fundraising initiatives to the membership for approval during a regularly scheduled meeting. The fundraiser shall also send a letter of acknowledgement upon receipt of all donations, as required by the Internal Revenue Service (IRS).

**3.6 Communications Secretary:** The Communications Secretary, formerly the Membership Secretary, shall chair the Membership Committee and in partnership with the Parent Coordinator will be responsible for publishing the PTA's newsletter to be distributed to the membership by email or other method as chosen by the membership. The Communications Secretary shall also supervise the maintenance of the PTA's website by approving all content and notices prior to posting. A newsletter of the PTA shall be published at least monthly in accordance with the meeting schedule of the PTA, but may be published with greater frequency as determined by the Communications Secretary in consultation with the officers.

**3.7 Members at Large:** There may be 3-4 Members at Large, with one seat held open for a 9th grade parent to fill in the fall. These officers shall assist in the execution of PTA objectives including, but not limited to, member outreach, community outreach, and fundraising. Members at Large are automatic members of the Membership and Fundraising Committees, will help coordinate guest speakers for PTA meetings, conduct sales of Spiritwear, and at general meetings will ensure that all members sign-in and will help with distribution of materials pertinent to that meeting. School Leadership Team (SLT) Membership: . . . It is the responsibility of the school leadership team members to solicit issues and ideas from the Executive Board and the General Membership, to attend school leadership team meetings, to report back to the board and the membership on the activities and progress of the school leadership team.

**PTA Term Limit:** Two (2) consecutive one-year terms in the same position.

**SLT Term Limit:** None.

***All parents of a child enrolled in HSAS are eligible to hold office, unless they are an employee of the DOE and work at HSAS.*** Certain conflicts of interest also preclude candidacy unless a waiver is obtained from the DOE Ethics Officer.

**For more information or to get on the ballot,  
contact the PTA of HSAS at [hsaspta.board@gmail.com](mailto:hsaspta.board@gmail.com).**