

PTF Officer Positions

Updated 5/10/2024

President

- Must be a professing Christian and actively involved in a local church.
- Subscribe to the philosophy of TKCS.
- Maintain an exemplary Christian life free from all scandal in the community.
- Preside over and prepare the agenda for all meetings.
- Serves as the primary contact for the King's Leadership Team and represents the organization at meetings outside TKCS.
- Coordinate the work of the PTF officers.
- Act as custodian of all records for the PTF.

Vice-President

- Must be a professing Christian and actively involved in a local church.
- Subscribe to the philosophy of TKCS.
- Assist the President and shall assume all duties of the President in his/her absence.
- Ensures that all committee chair positions are filled.
- Time keeper at the PTF meetings.

Treasurer

- Must be a professing Christian and actively involved in a local church.
- Subscribe to the philosophy of TKCS.
- Receive all monies of the organization.
- Keep accurate records of receipts and expenditures, including all money turned in to the Business Office.
- Work closely with Accounts Receivable/Accounts Payable personnel in the Business Office to ensure all business transactions of the PTF account are accurate.
- Handle all check requests as well as reimbursements for PTF events.
- When counting funds, the treasurer must have a witness of either one of the PTF officers or TKCS administrative staff.
- All debits to the PTF account must be approved by the PTF Officers.
- Prepare a monthly Treasurer's report to present at each PTF meeting.
- Have working knowledge of Excel or Google sheets, or similar spreadsheet programs.

Recording Secretary

- Must be a professing Christian and actively involved in a local church.
- Subscribe to the philosophy of TKCS.
- Distribute agenda of PTF General Meetings to all members and PTF Officer meetings to all Officers.
- Record and distribute minutes of PTF General Meetings to all members and PTF Officer meetings to all Officers.
- Should be comfortable working with google docs/drive/sheets, gmail, sign-up genius or be willing to learn how to use those tools.

Corresponding Secretary

- Must be a professing Christian and actively involved in a local church.
- Subscribe to the philosophy of TKCS.
- Respond to incoming general emails as needed.
- Submit information to the Knightly Knews and social media as needed (specifically, monthly meeting information)
- Obtain approval from the Leadership Team for all outgoing communications.
- Work with the PR Coordinator as necessary to draft communications from the PTF.
- Should be comfortable working with google docs/drive/sheets, gmail, sign-up genius or be willing to learn how to use those tools.

Public Relations (PR) Coordinator/Co-Coordinator

- Must be a professing Christian and actively involved in a local church.
- Subscribe to the philosophy of TKCS.
- Create flyers/forms for events
- Work with Corresponding Secretary when necessary, draft all communications from the PTF to families, Knightly Knews, and social media.
- Obtain approval from the Leadership Team for all outgoing communications.
- Organize distribution of PTF publicity and communications.
- Should be comfortable using software/websites to create flyers/forms/social media posts, etc. (things similar to Libre office, Google drive/docs/sheets, Canva, Photoshop) or be willing to learn how.