

St. Joseph PTA Council
Treasurer
Job Description

ARTICLE VIII: DUTIES OF OFFICERS

Section 4. The treasurer shall:

- #a. submit the books for a review annually and upon the resignation or removal of the treasurer or any other authorized bank account signatory.
- #b. submit a copy of the council's fiscal year-end report to the state PTA by December 1st of each year;
- #c. submit a copy of the council's annual financial review to the state PTA by December 1st of each year;
- #d. submit a copy of the required IRS tax form to the state PTA by December 1st of each year;
- #e. remit council's annual service fee of twenty-five (\$25.00) to Missouri PTA by December 1st of each year;
- f. Have custody of the funds of this council PTA except the funds of the Clarence J. Carpenter Fund Board, which will have its own treasurer that will report to the council after their regularly scheduled meetings and whom shall collect and keep a full accounting of all monies related to the fund.
- g. maintain a full account of the funds of this council PTA;
- h. make disbursements as authorized by the president, board, or council PTA in accordance with the budget adopted by this council PTA;
- i. have checks signed by the treasurer and the 1st Vice-President or President;
- j. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the St. Joseph Council PTA;
- k. provide a written financial statement at each council PTA meeting;
- l. present an annual report of the financial condition of the Council PTA; and
- m. be responsible for preparing or having prepared IRS forms at the proper time.

Section 6. All officers shall:

- a. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or executive committee or board; and
- b. turn over to the president (with the exception of Treasurer and Ways & Means Chairman) within ten (10) days after the annual May meeting, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all receipts and funds pertaining to the office upon the expiration of the term of office or in case of resignation.

ARTICLE IX: EXECUTIVE BOARD

Section 1. Each board member of this council PTA shall be a member of a local PTA within the area of the council.

Section 2. A PTA member shall not serve as a voting member of this council PTA while serving as a paid employee of, or under contract to, this council PTA.

Section 3. The members of the board shall be:

- a. elected officers;
- b. standing committee chairs

Section 4. The affairs of the St. Joseph Council PTA shall be managed by the executive board in the intervals between PTA council general membership meetings. Duties of the board shall be to:

- #a. select an auditor or a review committee to review the treasurer's accounts whose

report shall be submitted to the voting body for adoption; a copy must be submitted to Missouri PTA;

- b. carry out such business as may be referred to it by the membership of the council PTA;
- c. act in emergencies between meetings of the council;
- d. meet as soon as the officers have been duly elected, for the purpose of formulating tentative plans for their term of office and approve chairmen of standing and special committees;
- e. approve plans of work of council's standing committees;
- f. present a report at the regular general membership meetings of this council PTA;
- g. prepare and submit an annual budget to the council PTA's general membership for adoption;
- h. approve payment of routine bills within the limits of the approved budget; and
- i. fill vacancies in any office.

Section 5. Regular meetings of the board shall be held as designated by the board at its first meeting. A minimum of four (4) executive board meetings must be held per year as well as a planning meeting.

Section 6. Special meetings of the board may be called by the president or upon the request of a majority of the members upon three (3) days written notice to each member of the board.

Section 7. At all meetings of the executive board, five (5) members of the board shall constitute a quorum for the transaction of business.

Section 8. If any member of the board shall at any time cease to meet the qualifications or fulfill the duties of the position or fail to attend 80% of meetings unless through board approved extenuating circumstances, that person may be removed from the board by a resolution adopted by the board.

Section 9. Upon the expiration of the term of office, or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.

Other Duties shall include:

1. Present a plan of work for this office.
2. Shall submit articles to Clippings; as assigned. Keeping one copy for this procedure book.
3. Make reports at Council meetings regarding Council treasury.
4. Be a member of committees:
 - a. Budget (chair)
 - b. Founders Day
 - c. St. Joseph PTA Council Lifetime PTA Leadership Award
 - d. Outstanding PTA Unit
 - e. Character & Spiritual Award
5. President and treasurer shall be the Ways and Means committee, working with B & J Skate Center and Major Savers.
6. Shall make arrangements with an individual who is not a signature on the signature card at the bank so that they can monthly reconcile bank statements and they must sign off monthly by signing a copy of bank statement to be kept in the treasurer's files.
7. Shall present a budget at the May meeting for adoption.
8. Shall perform the duties outlined in the bylaws and those assigned from time to time.
9. Study the bylaws to familiarize yourself with procedure.

10. Keep files/procedure book of this office up to date.
11. Shall collect the books of the Clarence J Carpenter Memorial Fund board to submit along with the PTA Council books for audit.
12. At the end of each year; an annual report must be written and placed in this procedure book to pass along to the next person.

Suggested Plan of Work Outline

Each chairman should present a plan of work to the executive board for consideration at the beginning of the term in office.

This plan of work should include:

1. Your understanding of the responsibilities of your chairmanship.
2. Your goals as a chairman for your particular chairmanship.
3. How each goal is to be accomplished? (Plans and time frame)

Goal: _____

Strategies 1. _____

2. _____

3. _____

Goals and strategies might include:

1. Your plans to promote your chairmanship/program.
2. Your plans to submit article(s) to Clippings.
3. Your plans to keep the procedure book up to date so that it can be passed along to your successor.

Make copies of your plan of work for:

- A. The procedure book
- B. Council President
- C. Clippings Editor