

PARTners

Description of Officer's Duties

President/ Chairperson

The President is the principal officer of the organization and must be a parent of a student at the school. The President is responsible for supervising and controlling all of the business and affairs of the organization. This includes but is not limited to, representing PARTners at school functions and events; recruiting volunteers to participate in PARTners meetings and events; presiding over all PARTners meetings including agenda meetings, budget meetings and general meetings; assigning responsibilities to volunteers for designated activities and events; making sure scheduled activities and events are completed; working with the principal and school staff as it relates to district policy, working with the principal and school staff as it relates to school activities and PARTners activities; authorizing expenditures of the organization (with additional officer or member support where required); assisting in the preparation of the annual budget; and sharing correspondence requirements with other officers on behalf of the organization. In addition, the President has the authority, along with the Secretary or other designated officer, to enter into agreements or contracts on behalf of PARTners.

Term of Office

The term of office shall be two years. No officer may serve in the same position for greater than two consecutive years.

Vice President/ Co-Chairperson

The Vice President is responsible for assisting the President with his/her duties. Duties include, but are not limited to, attending all agenda, budget and general meetings; all of the President's duties as listed above. There may be more than one Vice President. In the event the President is unable to or refuses to perform the duties of the President, the Vice President or Vice Presidents, in order of their election, shall perform all duties of the President. When so acting, the Vice President has all the powers of and is subject to all the restrictions upon the President.

Term of Office

The term of office shall be two years. No officer may serve in the same position for greater than two consecutive years.

Secretary

The Secretary is responsible for keeping the minutes of the meetings of the organization and maintaining a record book thereof. Attendance of all agenda, budget and general meetings is required. Other duties include, but are not limited to, distribution of meeting minutes to officers and school staff; posting of meeting minutes for all parties; providing notice of meetings to all parties, maintaining a directory of addresses on all parties; assisting in the preparation of the annual budget; assisting in correspondence requirements of the organization, and performing any other duties as may be assigned by the President.

Term of Office

The term of office shall be two years. No officer may serve in the same position for greater than two consecutive years.

Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the organization. The duties of this position require the Treasurer to have basic bookkeeping skills. Duties include, but are not limited to, counting and recording all monies received from various activities; recording and disbursing funds, maintaining ledger accounts on all budget categories and activities; maintaining a balanced checkbook on behalf of the organization; assisting in the preparation of the annual budget; providing monthly updates of revenue and expenses at each general meeting; providing a year end reconciliation of revenues and expenditures with comparison to the budget; preparing and filing of government reports as required; attending agenda, budget and general meetings; assisting in correspondence requirements of the organization, and performing any other duties as may be assigned by the President.

Term of Office

The term of office shall be two years. No officer may serve in the same position for greater than two consecutive years.

Accountability Chairperson

The Accountability Chairperson is a parent who provides information to PARTners in reference to the district and school's strategic plan. The strategic plan includes, but is not limited to, student achievement, student attendance rates and environmental goals. Duties of this position include attending all area and district level accountability meetings; working with the principal on any issues or requirements as they relate to accountability; reporting to PARTners relevant information from the accountability meetings, and any other duties as assigned.

Term of Office

The term of office shall be two years. No officer may serve in the same position for greater than two consecutive years.