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**PTA President**

Your duties include but are not limited to:

- Preside at all meetings of this local PTA
- Serve as an ex-officio member of all committees except the nominating and audit committees
- Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted
- Assist as needed with any committee PTA chair or co-chairs, with the execution of a PTA function
- Hold the position of fundraising co-chair with the vice president
- Appoint committee chairmen as needed, except the chair of the nominating committee
- Appoint an auditor or an audit committee at least one (1) month prior to the end of the fiscal year and at any change of treasurer
- Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA

From Standing Rules:

The president or vice-president shall be responsible for relaying to the association the written reports submitted by absent officers and council delegates.

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**PTA Vice President I**

Your duties include but are not limited to:

- Act as an aide to the president
- In the order listed in Article VI, perform the duties of the president in the president's absence or inability to serve
- Hold the position of fundraising co-chair with the president
- Solely hold the position of and head/co-head room parents
- Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA.

From Standing Rules:

The president or vice-president shall be responsible for relaying to the association the written reports submitted by absent officers and council delegates.

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**PTA Vice President II**

Your duties include but are not limited to:

- Act as an aide to the president
- In the order listed in Article VI, perform the duties of the president in the president's absence or inability to serve
- Hold the position of fundraising co-chair with the president
- Solely hold the position of volunteer coordinator for all committee chairs/co-chairs
- Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA

From Standing Rules:

The president or vice-president shall be responsible for relaying to the association the written reports submitted by absent officers and council delegates.

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**Treasurer**

Your duties include but are not limited to:

- Have custody of the funds and maintain a full and accurate account of the receipts and disbursements belonging to this local PTA
- Make disbursements as authorized by the President, Board, or membership; in accordance with the budget adopted yearly by this PTA
- Have checks signed by two people, who are not immediate family members, the treasurer and one other officer
- Provide a financial statement at each meeting
- Submit to the Ohio PTA an annual report of the financial condition of the organization
- Submit the books annually or upon change of officer to an audit
- Have this PTA bonded for a sum equivalent to the average gross receipts of this association during a year
- Submit the Ohio PTA and National PTA portion of the dues to Ohio PTA monthly with the first payment no later than November 30
- Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA

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**Recording Secretary**

Your duties include but are not limited to:

- Keep a record of all meetings of the association, Board, and Executive Committee.
- Be custodian of the permanent file, and have a copy available at all times in the school office
- Have a current copy of the bylaws and standing rules
- Submit to Ohio PTA the requested list of names and addresses of unit officers or chairs
- Submit to Ohio PTA a record of annual volunteer hours of this PTA
- Keep an accurate tally of monthly volunteer hours, to be given to the delegates for monthly PTA council meetings
- Perform duties prescribed by these bylaws, standing rules, and the parliamentary authority adopted by this PTA.

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**Corresponding Secretary**

Your duties include but are not limited to:

- Conduct correspondence as directed by the president, Board, or association
- Maintain a file of correspondence received by the association
- Maintain outside signage, and the three (3) inside PTA Bulletin Boards
- Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA

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**Parliamentarian**

Your duties include but are not limited to:

- Make sure PTA meetings are run in an orderly fashion
- Make sure all PTA Bylaws, and Standing Rules are followed throughout the school year at ALL Highland PTA functions/events

From Standing Rules:

The Parliamentarian shall provide the nominating committee with current Highland PTA Bylaws and Standing Rules and a copy of the duties of officers as stated in the Ohio PTA Handbook.

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**Historian**

Your duties include but are not limited to:

- Help the PTA Council Historian with the Founders Day
- Keep accurate records/files of all events to make a scrapbook

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**Council Delegate**

Your duties include but are not limited to:

- Attend the meetings of Stow Munroe Falls Council of PTAs and report to the association
- Be a member of the PTA council voting body representing this PTA
- See also Highland Standing Rules
- Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA

From Standing Rules:

Council delegates shall be responsible for coordination, reviewing and submitting to council a minimum of one (1) nominee each for both Outstanding Educator and the Helping Hand Awards. Council selection guidelines shall be utilized to ensure that Highland's submissions meet all the necessary criteria.

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**Alternate Council Delegate**

Your duties include but are not limited to:

- Attend the meetings of Stow Munroe Falls Council of PTAs and report to the association in place of delegate
- Be a member of the PTA council voting body representing this PTA
- See also Highland Standing Rules
- Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by this PTA

From Standing Rules:

Council delegates shall be responsible for coordination, reviewing and submitting to council a minimum of one (1) nominee each for both Outstanding Educator and the Helping Hand Awards. Council selection guidelines shall be utilized to ensure that Highland's submissions meet all the necessary criteria