DEFINITION of
MMS's EXECUTIVE BOARD POSITIONS

President:

(a) Have general charge and supervision of the business and affairs of the association and perform the duties usually incident to the office of president of a not-for-profit association chartered by the New York State PTA and organized under the laws of New York State.
(b) Sign and execute all contracts, agreements, or other obligations in the name of the association.
(c) When present, preside at all meetings of the association, the executive board, and the executive committee.
(d) Be a member ex-officio of all committees except of the nominating committee of the audit committee. The president may not be an ex-officio, elected, or appointed member of these two committees.
(e) In cooperation with the executive committee, appoint the committee chairmen including all special committee chairman, except those for which other provision is made, and fill vacancies in chairmen of all committees, except those for which other provision is made.
(f) Coordinate the work of the officers and committees of the association in order that the Purposes may be promoted.
(g) Keep a current copy of the association's state-approved bylaws.
(h) Appoint a parliamentarian subject to the approval of the executive committee.

First Vice President:

(a) Act as aide to the President.
(b) Perform the duties of the president in the absence or inability of that officer to act. In order to perform the duties of the president, a person must be at least 18 years of age.

Membership Vice President*: will prepare letters and forms, collect monies, distribute membership cards, keep records relating to membership, and provide the Recording Secretary with an updated membership list at all PTA meetings.*

Ways and Means Vice President: *will oversee all of the PTA fundraising committees –making & distributing files at beginning of school year, answering questions, reviewing flyers, assisting with procurement of volunteers, collecting files at conclusion of fundraiser, and will be primary resource person holding all mailing pertaining to fundraising.*

Financial Vice President: *will aide the Treasurer & oversee PTA finances, conduct the annual audit, be a member of the Budget Committee, and will attend the Board of Education budget meetings & report at the PTA meetings.*

Arts-in-Education: *will attend District Arts-in-Education meeting; chair the school Arts-in-Education committee; oversee the bookings, appearances & follow-up of all the Arts-in-Education programs; meet with the school administration to coordinate & schedule the Arts-in-Education programs; responsible for viewing & locating potential new programs; and will be primary resource person holding all mailings pertaining to all the Arts-in-Education programs.*

Communications Vice President: *will maintain & keep current the PTA website, and forward all emails to the MMS community as directed by the President.*

Recording Secretary:

(a) Record and maintain a permanent file of the minutes of all meetings of the association, executive board, and the executive committee.
(b) Send the names and addresses of the elected officers to the region director immediately following their election.
(c) Maintain a permanent file of the committee reports, membership lists, and records pertaining to the work of the association.
(d) Keep a current copy of the association's state-approved bylaws.

Present the minutes to the general membership for approval, and provide a copy of the approved minutes to the MMS Historian & Council Historian.

Assistant Recording Secretary:

(a) Assist the recording secretary in his/her duties, *as needed.*

Corresponding Secretary:

(a) Conduct the correspondence of the association under the direction of the president.
(b) Maintain a file of all correspondence pertaining to the work of the unit.
(c) Send notice of meetings as required.
(d) Mail notices about absences.

Assistant Corresponding Secretary:

(a) Assist the corresponding secretary in his/her duties.

Treasurer:

(a) Have custody of all of the funds of the association.
(b) Keep a full and accurate account of receipts and expenditures.
(c) Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association.
(d) Issue written receipts for donations of seventy-five dollars ($75) or more indicating the portion of the donation exceeding the value of the goods or services received that is deductible.
(e) Serve as chairman of the budget committee to prepare a budget for submission to the executive board for review and to the association for adoption.
(f) Present a financial statement at every meeting of the association and at other times when requested by the executive board.
(g) Present a complete annual report at the annual meeting of the association.
(h) Be responsible for the maintenance of such books of account and records as conform to the requirement of the bylaws.
(i) Keep the records of the National PTA and the New York State PTA portions of the dues separate from the portion of the association, in accordance with the bylaws.
(j) Pay the National PTA and the New York State PTA portions of the dues to the New York State PTA in accordance with the bylaws
(k) Pay to the New York State PTA the fee for the liability insurance and fidelity bond provided the association through the New York State PTA.
(l) Submit all financial records in accordance with the bylaws to the audit committee or a professional auditor at least two weeks prior to date audit report is due.
(m) Have the accounts examined annually or upon change of treasurer by an audit committee or a professional auditor who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report
(n) File all formed required by the Internal Revenue Service and New York State agencies
(o) Pay the annual PTA council dues to the Plainview-Old Bethpage Council of PTA.

Historian:

(a) Keep a permanent record of the associations activities.

(b) Present a history of the current year at the annual meeting.

Past President: *will serve in an advisory capacity.*

Council Delegates & Alternates: *will represent MMS PTA by attending all PTA Council meetings.*

Note: Printed portion taken from bylaws; *italic portion improvised.*