

Robbinsville High School PTSA Executive Committee Descriptions

- The President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer comprise the Executive Committee.
- As an Executive Committee member, these positions carry the following responsibilities and commitments:
 - a. To attend all PTSA meetings
 - b. To create, elect and appoint Standing Committee Chairpersons
 - c. Meet in emergency situations to direct inter-organization difficulties and report to Committee Chairs with conclusion
 - d. One Executive Committee member is required to participate on the Nominating Committee each year.

President- (2-year term) The President shall:

1. Call meetings to order on time and proceed with the business.
2. Always maintain a fair and impartial position.
3. Prepare an agenda for each meeting with the minutes previously provided by the recording secretary and email copy of proposed agenda to each executive board member. Distribute hard copies of agenda and agenda-related documents at meetings.
4. Have a copy of the current NJPTA approved RHS PTSA Bylaws with him/her at every meeting.
5. Vote when voting is by ballot. In other cases, the president may vote to create or break a tie. (Do not reflect or show your vote if by voice or hand; just include your vote in the count.)
6. File his/her signature at the bank at which the funds are deposited.
7. Assuming no conflict of interest with employer or other personal affiliation, have check signing privileges, along with treasurer and recording secretary. In case of conflict, the vice president may assume this responsibility.
8. Represent the PTA at all district or state functions when invited or assign an alternate.
9. Coordinate the work of officers and committees, so that the goals of the RHS PTSA are realized.
10. Prepare a calendar of monthly meeting dates for the year with the executive committee and coordinate with Pond and Sharon PTAs.
11. Submit building use form in August for the year's monthly meetings. Work with facilities coordinator to identify alternate meeting dates/locations when facilities

conflicts occur.

12. Share all National PTA, NJPTA, and County PTA mailings and other information with the Executive Committee and other members as required.
13. Notify the County PTA and NJPTA of any change of address.
14. Complete the report forms from NJPTA or County PTA in a timely fashion. Return the NJPTA form for change of officers immediately following elections or ensure that the secretary does so.
15. Coordinate with the Treasurer to submit a copy of the Annual Audit Report to the NJPTA office immediately following the completion of the audit.
16. Sign all contracts for the association as President.
17. Coordinate with the Vice President to get principal approval of notices before distribution. Also, submit documents for approval to the superintendent.
18. Keep a copy of the list of all committees, chairs, and members.

Treasurer – (2-year term) The Treasurer shall:

1. Include the following information in the budget report given at all meeting:
 - a. Balance on hand in all accounts at the beginning of the period covered by the report.
 - b. Receipts and disbursements in all accounts.
 - c. Total balance on hand in all accounts at the end of the period covered by the report.
2. Send payment for insurance and other agency payments by the required filing dates.
3. Include the RHS PTSA name and number on all checks submitted to the NJPTA and the National PTA.
4. Prepare and file the 990/990-EZ and Charities Registration forms when required.
5. Chair the budget committee, which meets in the summer to prepare the following year's budget.
6. Alert the executive board to the line items in the budget near depletion, as well as those over the budget.
6. Complete and file new bank forms, when necessary.
7. Have check signing privileges, along with president and recording secretary.
8. Within a reasonable period following a PTSA event, deposit all funds received into the PTSA account.
9. Have books, records, and receipts prepared for the audit at least two weeks prior to the meeting in which the audit report is due for approval (first general membership meeting following close of the fiscal year (Bylaws Article IX: Section 1.e.)
10. Pay county council dues when required.

Vice President – (1-year term) The Vice President shall:

1. Act in the capacity of an aide to the president.
2. Preside at all meetings when the president is unable to attend.
3. Attend all county or state meetings if the president is unable to do so.
4. Not be ex-officio on committees in the absence of the president.
5. If a vacancy occurs in the office of president, until election takes place, assume duties for the remaining term according to the bylaws.
6. Interface with the principal and guidance department to plan student activities as needed.
7. In case the President or Recording Secretary has a conflict of interest with employer or other personal affiliation, have check signing privileges.
8. Along with the President and Communication Chair, V.P. has the ability to send emails to the RHS Administration and Administrative Assistants and the ability to send flyers, newsletters, or any PTSA documents with the disclaimer to the Superintendent for approval.

Recording Secretary/Bylaws and Standing Rules Officer– (1-year term) The Recording Secretary/Bylaws and Standing Rules Officer shall:

1. Record minutes at all meetings.
2. Email draft to all meeting attendees for updates and approvals, via email at least 10 days before next meeting. Email final copy to PTSA President or Communications Chair for posting on PTSA link on the RHS website.
3. Have minutes submitted to the president at least 10 days before the next meeting to assist in preparation of the agenda.
4. Maintain a permanent file of minutes, committee reports, membership lists, and other records of the association. (These are official documents; minutes can be subpoenaed in a court of law.)
5. Bring the following items to each meeting:
 - a. A copy of the current NJPTA-approved RHS PTSA Bylaws and Standing Rules.
 - b. A list of all members, as provided by Membership chair
 - c. The agenda as provided by president
 - d. The minutes from the previous meeting including the Treasurer's Report (provided by Treasurer)

- e. A list of unfinished business
- f. Sign-in sheets for meeting attendees, including executive board members
- 6. Act as the Bylaws and Standing Rules Chair:
 - a. Make sure Bylaws and Standing Rules are always followed
 - b. Every 3 years the following occurs:
 - i. coordinate the updating of the Bylaws and Standing Rules
 - ii. type revisions and updates to the Bylaws and Standing Rules
 - iii. submit the updated Bylaws to the Mercer County PTA by county imposed due date
 - iv. provide update copies of the Bylaws and Standing Rules to the President
- 7. Assuming there is no conflict of interest with an employer or other personal affiliation, have check signing privileges, along with President and Treasurer. In case of conflict, the Vice President may assume this responsibility.

Corresponding Secretary – (1 year term) The Corresponding Secretary shall:

- 1. On a regular basis, monitor the following sources of communication for the RHS PTSA and respond as required (Communications Chair may serve as backup).
 - a. Voicemail: 609-632-0950, X-3300 PW: PTSA.
 - b. Email: RHSPTSANJ@gmail.com
 - c. Mailbox: PTSA mailbox in RHS Main Office.
- 2. Collect all mail and email and distribute to designated Chairpersons and Executive Committee.
- 3. Maintain an up-to-date file of all correspondence.
- 4. Maintain an adequate supply of office supplies required for association business such as paper, envelopes, and mailing labels.
- 5. Print the monthly newsletter and PTSA flyers. Have them hung them on the cork boards in the main and attendance offices at RHS.