

Duties of Officers

Terms of all officers of the Kirtland PTA are two years.

The president shall:

- a. Preside at all meetings of this local PT A;
- b. Serve as an ex-officio member of all committees except the nominating and audit committee;
- c. Coordinate the work of the officers and committees of this local PT A in order that the purposes may be promoted;
- d. Appoint committee chairman with the exception to nominating committee; and
- e. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.

The vice president shall:

- a. Act as aide to the president;
- b. In their designated order, perform the duties of the president in the president's absence or inability to serve; and
- c. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.
- d. At the end of the 2-year term the vice-president will take over the position of President.

The secretary shall:

- a. Keep a record of all meetings of the association, and shall be custodian of the permanent file;
- b. Have a current copy of the bylaws and standing rules;
- c. Maintain a membership list; and
- d. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.

Section 4. The treasurer shall:

- a. Have custody of the funds and maintain a full and accurate account of the receipts and disbursements belonging to this local PTA;
- b. Make disbursements as authorized by the president, executive board, or this local PTA in accordance with the budget adopted yearly by this local PTA;
- c. Have checks signed by two people: the treasurer and one (1) other officer;
- d. Provide a financial statement at each meeting;
- e. Present an annual report of the financial condition of the organization;
- f. Submit the books annually or upon change of officer for an audit by an auditor or an auditing committee of no fewer than three (3) members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- g. Report the findings of the annual audit to the executive board;
- h. Be bonded for a sum sufficient to protect the unit from loss. (Suggested sum can be average amount of funds needed during the year).
- i. Perform duties prescribed by these bylaws, standing rules, and by the parliamentary authority adopted by the Ohio PTA.