

Eastview PTE Board Positions

Duties of the President – The President shall:

- a. Preside at all meetings of the PTE.
- b. Coordinate the work of all Executive Committee members.
- c. Maintain communication with the School Principal and staff regarding all PTE events.
- d. Publish an agenda for regularly scheduled meetings.
- e. Co-sign approved disbursements, as needed.
- f. Abide by the by-laws of this Organization.

Duties of the Vice-President – The Vice-President shall:

- a. Perform all functions generally performed by the President when the President is unable to do so.
- b. Act as an aide to the President.
- c. Perform other such duties as may be delegated.
- d. Co-sign approved disbursements, as needed.
- e. Abide by the by-laws of this Organization.

Duties of the Secretary – The Secretary shall:

- a. Record minutes of all meetings of this Organization and the Executive Committee.
- b. Conduct correspondence of the Organization as directed, keeping an accurate record in permanent form.
- c. Notify Executive Committee of meetings, including minutes of previous meetings for prior review and a copy of agenda forwarded from the President.
- d. Have a current copy of the bylaws and a current list of committee Chairpersons.
- e. Perform other such duties as may be delegated.
- f. Co-sign approved disbursements, as needed.
- g. Abide by the by-laws of this Organization.

Duties of the Treasurer – The Treasurer shall:

- a. Receive and deposit all funds of this Organization and have custody of them.
- b. Keep and make available for inspection at the request of any officer or member an accurate record of receipts and expenditures.
- c. Co-sign approved disbursements, as needed.
- d. Present a financial statement at every meeting of the Organization including copies of most recent bank statements and at other times when requested by them, and shall make a full report at the last regular meeting. Be responsible for the maintenance of such books of accounts and records.
- e. Let accounts be examined annually by an outside Auditor or Auditing Committee who, when satisfied that the Treasurer's annual report is correct, shall sign a statement of the fact at the end of the report. This report shall be presented at the first meeting of the new fiscal year.
- f. Be Chairman of the Finance Committee (consisting of the Principal, Assistant Principal and PTE Executive Committee) whose purpose shall be to prepare the annual budget.
- g. A fundraiser Chairperson, along with an Executive Committee Member, shall be responsible for counting income before handing funds over to the Treasurer. The Treasurer shall double-check all fund raising income, reconcile if necessary.
- h. Perform other such duties as may be delegated.
- i. Abide by the by-laws of this Organization.

Duties of the Assistant Treasurer shall:

- a. Assist the Treasurer and allow for a smooth transition from year to year