

ARTICLE VII Duties of Officers

Section 1. The president shall

- a. preside at all meetings of this local PTA/PTSA, the board of directors, and the executive committee;
- b. coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted;
- c. be a member *ex officio* of all committees except the nominating committee;
- d. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors;
- e. review bank statements monthly and initial; and
- f. represent this PTA/PTSA at all council meetings or send an alternate.

Section 2. The vice president(s) shall

- a. act as aide(s) to the president
- b. in their designated order perform the duties of the president in the absence or inability of that officer to serve; and
- c. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Section 3. The secretary shall

- a. record the minutes of all meetings of this local PTA/PTSA, the board of directors, and executive committee;
- b. be prepared to read the records of the previous meeting;
- c. file all records;
- d. have a current copy of the bylaws;
- e. maintain a current membership list; and
- f. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Section 4. The treasurer shall

- a. have custody of all funds of this local PTA/PTSA;
- b. keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month;
- c. make disbursements as authorized by the president or board of directors of this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA;
- d. present a written financial statement at every meeting of the executive committee, the board of directors, the general membership and at other times when requested by the board of directors;
- e. make a full report before the newly elected officers officially assume their duties;
- f. be responsible for the maintenance of such books of account and records as to conform to the requirements of Article IV, Section 14 of these bylaws;
- g. be responsible for preparing and filing all necessary tax forms and submitting a copy to the Maryland PTA office within thirty (30) days of filing.
- h. have the accounts examined at the close of the fiscal year and upon change of treasurer by an auditor or an auditing committee of not less than three (3) persons who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. An auditor or an auditing committee shall be selected by the board of directors at least thirty (30) days before the new officers assume their duties;
- i. And perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

#Section 5. This local PTA/PTSA shall have checks and vouchers signed by two (2) persons (the treasurer and one other officer).

#Section 6. This local PTA/PTSA shall submit a copy of its annual financial review to Maryland PTA within one hundred twenty (120) days following the local's fiscal year.

Section 7. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, within fourteen (14) days, all records, books, and other materials pertaining to the office, and shall return to the treasurer, immediately, all funds pertaining to the office.