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Officers

2024 — 2025



PRESIDENT

Information **MUST** be entered on the **New and Returning Officer Form** for president, treasurer and secretary, **INCLUDING HOME ADDRESSES, a valid and separate email for each person, as well as a valid phone number.** Whether you are serving a second term or are the newly elected officers, this form is completed each year. The form is found on our website (www.FloridaPTA.org). If officers change during the year, use the **Change of Officers Form, on the website**, to update the information.

1. Contact your County Council President or Region Representative. These volunteer leaders are a support network for you and your board.
2. Obtain the files (flash drive, One Drive, Google Drive, etc.) from last year's president and study the information thoroughly. If your PTA doesn't already have Procedure Books, set them up. Be sure each book includes a copy of your unit's state approved bylaws. Stress the importance of the Procedure Books and keep up with your own. These files are a valuable resource for your PTA.
3. Read and become familiar with the *Florida PTA Kit of Materials*, *PTA Purposes*, *the National PTA President's Quick Reference Guide*, *Robert's Rules of Order, Newly Revised*, and your local unit bylaws. Discuss these at an early executive committee meeting.
4. Select committee chairs early, according to the bylaws.
 - a. Have as many as possible attend Leadership Convention and county council workshops.
 - b. Ask committee chairs to prepare plans of work to be submitted at an early executive meeting in the fall.
 - c. Distribute materials from the Kit of Materials to officers and committee chairs.
 - d. Distribute materials sent to you during the year to the appropriate committee chair.
5. Meet with the principal to discuss the school/PTA plans for the year and to keep the PTA apprised of school activities throughout the year. Have another elected officer attend with you.
6. Meet with your officers and other members of your board.
7. Review if your PTA has Policies & Procedures and/or Standing Rules. Each year the board should review these documents and make any necessary adjustments. These documents are approved and governed by the board and set out the operations of the board.
8. Hold a combined executive committee meeting with retiring and incoming officers and committee chairs. This is also known as a turnover meeting. This is an important meeting for board transitions and a key component to starting your PTA off successfully.
9. Send list of officers and committee chairs to your county council president.
10. Familiarize yourself with information about membership dues reporting requirements, IRS EIN numbers, insurance, and tax exemptions from the Kit of Materials.
11. Be sure your PTA is represented at all county, region and state meetings, workshops, and conventions. If unable to attend, you may ask someone to represent you.
12. Display the Purposes Chart at all meetings.
13. Make your members feel they are a real part of the PTA. Keep them informed. Share the PTA jobs. **Delegate!** Shared responsibilities help to build future leaders.
14. Above all else, remember you are not alone! Never hesitate to reach out for support, assistance or to simply ask a question. **We are here for you!**

Each year, review your local unit bylaws. They are a tool for you to use for your PTA. If you don't have a copy of your bylaws, email: info@FloridaPTA.org, requesting a copy. Include your name, PTA name and county. Bylaws are required to be reviewed and updated, at a minimum, every three years, and sent to the State Office for approval. Bylaws are not approved until an approved copy is received from the State Office.

VICE PRESIDENT(S)

PTAs often have several vice presidents. These positions should be numbered for clarity of succession in office. For example, a PTA with a first vice president, a second vice president, and a third vice president should know that the first vice president is called on first to preside in the absence of the president. If the first vice president is not available, then the second vice president is called on, etc. Unnumbered positions create uncertainty unless the organization has adopted a special rule to cover the situation.

As first vice president you will:

1. Assume the duties of the president, if absent, and perform other duties as assigned and as prescribed in the bylaws of your local unit.
2. Study the bylaws, the *National PTA President's Quick Reference Guide*, and *Robert's Rules of Order, Newly Revised*, in order to be familiar with parliamentary procedure and to be an able successor to the president should the need arise.
3. Be sure that your PTA is represented in all meetings, conferences, discussion groups and related activities. If the president is not able to attend, then a vice president should.
4. Refer to yourself as "the chair" when presiding at meetings.

Additional vice presidents:

They are listed in the officers and elections Article of your bylaws. Customarily, PTAs may put their vice presidents in charge of their most important committees, such as membership, programs, etc. Keep in mind, you may also cover these same duties by appointing chairs. You may also leave it up to the president to assign duties to the vice presidents, as needed.

Your local unit bylaws (Article VII: Duties of Officers), must describe, in writing, the actual job duties of each vice president. More information can be set out in standing rules.

SECRETARY

As the **RECORDING SECRETARY** and keeper of the PTA records, you will:

1. Assist the president in preparing an agenda.
2. Record and retain minutes of meetings. Keep them brief and to the point.
 - **Annual meeting minutes (April/May) will need two-minute auditors appointed that will audit the final set of minutes, as no other approval will be given.**
3. Do not record opinions and discussion. Do record:
 - Type of meeting (regular, special, annual, executive).
 - Name of association.
 - Date, time, and place of meeting.
 - Presence of president and secretary, or in their absence, the names of their substitutes.
 - Quorum present.
 - Reading and action on minutes of previous meeting.
 - Treasurer's Report.
 - Correspondence, announcements, committee reports.
 - Action Items: All motions (except those withdrawn); points of order and appeals, whether sustained or lost; and the name of each member who introduced a main motion, but not the name of the seconder.
 - Program topic, method of presentation, names of participants and important points covered.
 - Time of adjournment.
 - Signed _____
4. Act as custodian of PTA records. Keep a permanent file of all minutes, agendas, reports, the charter, PTA passwords, and an **approved** copy of the local unit bylaws.
5. Carry reference material to each meeting. You never know when you're going to need: file of minutes, local bylaws, local budget, Board of Directors list, council handbook, council, and local newsletters, if any, *Florida PTA e-Newsletter*, and *National PTA President's Quick Reference Guide*.
6. Furnish delegates with credentials when necessary.
7. Make sure officers are updated, if any changes are made, to Florida PTA via the online submission form.
8. Notify the County Council of names of council delegates. Keep this list up to date.
9. Maintain a procedure book.

As the **CORRESPONDING SECRETARY** and official letter writer of the PTA, you will:

1. Conduct the correspondence of the PTA as requested.
2. Send notices of all meetings to executive committee and Board of Directors.
3. Prepare for distribution to the membership all notices of annual/general membership meetings.
4. Keep file of all correspondence; and carry copies of recent correspondence to meetings.
5. In the absence of a communication/social media chair, assist with publicizing PTA information.

Note: Sample minutes are on the following page, as well as a Sample Motion Form.

TREASURER

1. Review and print for your Treasurer's Procedure Book, Section 3, Financial Guide and Best Practices, Dollar\$ and \$en\$e from the Florida PTA Kit of Materials. The Kit of Materials is emailed to the president, secretary and treasurer after the New & Returning Officers Information is received by the Florida PTA Office. This is your go-to guide, along with National PTA resources such as the National PTA Finance Quick Reference Guide.
2. Receive and disburse all monies prescribed in the local bylaws or as authorized by action of the association and keep a proper and accurate account of all transactions. Make all entries in the treasurer's records in ink, and back up computer files monthly.
3. Submit membership dues to the Florida PTA Office **MONTHLY** when memberships are sold. Founders Day gifts and donation checks are accepted at any time. The State Office forwards half the amount received (for Founders Day) to the National PTA.
4. Be familiar with all references to dues and finance in the local and state bylaws, Florida PTA Dollar\$ and \$en\$e and the *National PTAs Finance Quick Reference Guide*.
5. Review annually the Florida Department of Revenue information in Section 3, Treasurer's Guide, Dollar\$ and \$en\$e.
6. Prepare a budget with the committee (subject to local bylaws), present it to the Executive Committee for consideration and to the general membership for approval / adoption at the first general meeting of the year.
7. Receive and deposit all money in the name of the association in a bank approved by the board and reported to the general membership. Use method of signing checks (two signatures required) as prescribed in bylaws and as on record with bank. Make and keep a duplicate copy of deposits.
8. Review Bylaws, Standing Rules and Procedures for deposits and expenses with new officers and applicable committee chairs.
9. Count money with the person presenting it and issue receipt immediately for all fundsreceived.
10. Require completed reimbursement request forms and invoices/receipts for all monies expended. Review for conformance with budget, then pay all requests by check. You and the president should co- sign all checks unless the check is made payable to you; then the third signer would co-sign with the president. Forms are available in this guide in Section 3, Financial Guide and Best Practices, Dollar\$ and \$en\$e.
11. Never change or exceed the approved budget on any item without the vote of the association except in emergency and then only on approval of the president and subsequent ratification or as local bylaws or standing rules provide for emergency expenditures.
12. Keep up with the use of funds under various budgeted accounts in order that you may recommend any needed budget amendments to the local association. With the budget committee, review budget at midyear and recommend amendments if necessary for board and membership approval.
13. Make a financial statement at all board and general meetings with a copy for the secretary signed by the treasurer. Financial statements include an updated budget vs. actual and a list of transactions for the reporting period.

(Treasurer continued)

14. Submit treasurer's records to the audit committee named by the executive committee for a financial review.
15. Make sure there is a sound fiscal policy for protection of PTA funds, which should include securing insurance for bonding Treasurer, President, and all check signers.
16. Prepare and submit the required IRS 990 forms by November 15th. All PTAs **MUST** file. It is recommended that the treasurer leaving office complete the required forms at the end of the fiscal year, before the filing deadline. Refer to FPTA *Dollar\$ and \$en\$e* and NPTA *Finance Quick Reference Guide* for assistance. Forward a copy of the 990N acceptance email from the IRS or a copy of the return receipt showing the tax return was delivered to the IRS to the Florida PTA state office (send via email to: 990@floridapta.org).
17. Prepare an annual report summarizing all income and expenses per the budget for the fiscal year. This report is to be presented at the last general meeting of the year.
18. **Keep a record of the national and state portions of membership dues separate from the record of the general fund as this money does not belong to the local association.**
19. **Send \$3.50 for each member to the state PTA office. Of this amount, the state will remit \$2.25 per member to the National PTA. Be sure to send the correct amount. Membership dues must be sent to the State Office monthly, as collected.**
20. **Remit dues as collected, through Givebacks, or by check. If sending a check** complete the Dues Payment Form provided on our website and mail with the check or money order (www.FloridaPTA.org).
21. Check the **Awards Section** for instructions on how to earn the **Early Bird Awards** for membership dues payments.
22. If sending membership dues in the mail, make all checks payable to, together with the Membership Dues Payment Form (on the website):

**Florida PTA
1747 Orlando Central Parkway
Orlando, Florida 32809**

REFUNDS CANNOT BE MADE IF INCORRECT AMOUNT IS SENT

**Call the State Office if you receive notices or letters
from the IRS.**

**Study the 990/TAX Information in Section 3,
Financial Guide and Best Practices, Kit of Materials.**