



FORT LAUDERDALE HIGH SCHOOL PTSA

1600 NE Fourth Avenue, Fort Lauderdale, FL 33305

PTSA BOARD DESCRIPTIONS

President - Required Officer

The PTSA President works with others to set the vision for the FLHS PTSA and works with the FLHS Administration to lead the PTSA towards specific goals. Approximately 15 hours/month.

- Creates agendas for and presides at all PTSA meetings.
- Works with the Treasurer and budget committee to develop a budget.
- Assists Treasurer to implement the approved budget.
- Coordinates and oversees the work of all officers to run the PTSA.
- Serves as the official contact, communicator and representative of a PTSA.
- Serves as the secondary signer on the PTSA bank account.

Treasurer - Required Officer

The Treasurer keeps the financial books in order throughout the fiscal year (July 1 – July 1). They work with the budget committee to create an annual budget, which is presented to the membership for approval. After approval, the Treasurer follows the budget throughout the year with regards to expenditures and receipts, accounting for all monies moved through the account. Approximately 10 hours/month.

- Serves as the primary signer on the bank account.
- Chairs the budget committee.
- Responsible for receiving and disbursing all monies out of the bank account.
- Remits PTSA membership dues to the State and National PTA.
- Maintains permanent records to track PTSA funds and all financial transactions.
- Presents a financial report to the membership at every general meeting.
- Prepares books for annual audit and handover at close of fiscal year.
- Ensures taxes and insurance coverage are completed and submitted by the due dates.

Membership Vice-President

The Membership VP coordinates the membership drive to enroll new members each school year. This includes working with the school to set up sales at any “in school” opportunity, as well as online sales. **This position serves as 1st Vice President and will assume the duties of the President in case of absence and perform other duties as assigned and as prescribed in the PTSA bylaws.* Approximately 6 hours/month during the first part of the school year.

- Maintains a current list of members, updating as new members are enrolled.
- Distributes membership cards, as needed.
- Gives membership reports at PTSA meetings and provides copies to the Secretary.
- Can act as 3rd signer on the Bank Account.



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Ways and Means (Fundraising) Vice-President

The Fundraising Vice President researches fundraising ideas and coordinates all major PTSA fundraisers. This position works with fundraising companies, the community and other in school organizations to develop method non-conflicting ways to bring in income. Time varies.

- May create committees to form and reach goals.
- May recruit volunteers for fundraisers.
- Makes reports to the general membership after each event.
- Can act as 3rd signer on the Bank Account.

Recording Secretary - Required Officer

Acts as custodian of FLHS PTSA records by maintaining a permanent file of all minutes, agendas, reports, and a current, approved copy of the local unit bylaws. Approximately 4 hours/month during months with meetings.

- Keeps and prepares minutes of all meetings, including collecting data from other officer reports for inclusion.
- Assists the president in preparing an agenda.
- Records minutes of meetings and submits them for approval each meeting.
- Can serve as 3rd signer on the Bank Account.

Corresponding Secretary

The Corresponding Secretary partners with others to build communication within the school and the community. Approximately 5 hours/month.

- Works with PTSA officers and school staff to share relevant information via PTSA website and PTSA email updates.
- Maintains any social media accounts administered by the PTSA.
- Conducts the correspondence of the PTSA as needed.
- Can serve as 3rd signer on the Bank Account.