

## PTG Job Descriptions

### All Members on the Executive Board will:

1. Support the objectives of the Saint Ann Parent Teacher Guild (PTG) and uphold its policies and principles.
2. Help recruit committee chairpersons for all vacant standing committees of the board.
3. Assist the chairperson of all committees, at the request of the chairperson.
4. Maintain documentation related to their function and deliver this documentation and any official materials to their successor within ten (10) day after the meeting at which the successor was elected.

### DESCRIPTIONS

**PRESIDENT** The President shall serve as leader and key contact for the PTG; preside at all PTG meetings and the PTG Executive Board; ex-officio member of School Advisory Council (SAC) and all standing and special PTG committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTG's objectives can be met. The President or designee shall attend all monthly SAC meetings. (Effort: year-round, on-going)

**MODERATOR** The Principal of St. Ann School shall be ex-officio PTG Moderator. The Moderator's approval is required for all expenditures of the PTG's funds and for all speakers who are invited to address the PTG. The Moderator may request a report from any officer or agent of the PTG at any time. While the Moderator may be unable to attend all the meetings of the Executive Board, the Moderator or designee shall be present for all general membership meetings of the PTG. (Effort: 8-10 hours per month, average)

**VICE-PRESIDENT** The Vice-President shall act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board; act as de facto Parliamentarian (Have and bring to all meetings a current copy of By-Laws; advise on parliamentary procedures at all meetings; refer to Robert's Rules of Order for all matters not in conflict with PTG By-Laws). Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)

**SECRETARY** The Secretary shall keep the minutes of all general meetings and all meeting of the Executive Board; make available a summary ("highlights) of minutes from the last meeting one week prior to next meeting; publish complete minutes from the last meeting to all attendees of next meeting. The Secretary will also prepare correspondence and perform all other duties assigned; maintain master documents; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for the PTG and distribute information as necessary for publication in the media. (Effort: 6-8 hours per month, includes attending meeting and typing up minutes)

**THE TREASURER** The Treasurer shall be present (or designee) at all PTG events where money will be collected. The Treasurer will work with the school Book Keeper to obtain current balance reports to keep the PTG informed at monthly meetings. The Treasurer will develop with the Executive Board an annual budget approved by Moderator by the first general PTG meeting of the school year; assure that PTG & diocese policies and best practices are followed with regards to funds and reimbursements. A full written financial report shall be submitted to the incoming Executive Board by the close of the school year. (Effort: 4-5 hours per month, average)

### DEFINITION

**Ex Officio:** "*By virtue or because of an office*". An ex officio member is a full board member who is part of it by virtue of holding another office. A common misconception is that the participatory rights of ex officio members are limited by their status. This is incorrect. Robert's Rules of Order states that the term denotes only how one becomes a member of a group, not what one's rights are. It is a method of sitting on a committee, not a class of membership. Frequently, ex officio members will abstain from voting, but that is by choice. Ex officio members are afforded the same rights as any other board member, including debate, making formal motions, and voting.