

**Duties of Officers  
Wascher Elementary PTA  
2012-2013**

**President:** The president shall preside at all meetings of the local PTA unit. Shall send to the Oregon PTA offices and the Council president the name, address, and phone numbers of the newly elected officers immediately; and shall coordinate the work of the officers and committees of the local PTA until in order that the Purpose may be promoted.

**Secretary:** The secretary shall record the minutes of all meetings of the local PTA unit, board and executive committees; shall keep complete roster of members and the membership of all standing committees.

**Treasurer:** The treasure shall have custody of all the funds of the local PTA unit and shall keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the local PTA unit, shall make disbursements as authorized by the president, executive committee, or association. The treasurer shall present a financial statement at every meeting of the local PTA unit and at other times when requested by the executive committee and shall make a full report at the meeting at which new officers officially assume their duties. The treasure shall have checks or vouchers signed by two persons.

Put into local PTA unit policy that all requests for funds from the local PTA unit outside of approved budget items shall do so by submitting a requisition form that will be voted on by the local PTA unit at the next meeting.

Date Approved: 9/5/2012

President:   
Chad Riddle

Secretary:   
Sharon Nielson