

## **Duties of PTC Officers**

**President** - The President shall preside at meetings of the PTC and of the Executive Board, be responsible for agendas of such meetings and shall recognize for the membership any guests in attendance. He/she shall perform duties as may be prescribed in these by-laws or assigned to him/her by the PTC or Executive Board; shall coordinate the work of the officers and committees in order to promote the PTC objectives. The President shall confirm dates concerning PTC meetings and activities with the Principal and with the Parish calendar.

**Vice President** - The Vice President shall act as an aide to the President and shall perform the duties of the President in his/her absence. The Vice President shall have the duty of planning programs for the fall monthly meeting. The Vice President shall organize, print, and distribute the St. Francis Xavier family directory, which shall remain confidential and shall not in any way be used for solicitation of outside interest. The Vice President shall be responsible for organizing and communicating the volunteer list.

**Secretary** - The Secretary shall keep accurate minutes of the Executive Board and monthly meetings and if deemed necessary by the President, handle correspondence. The Secretary shall take charge of materials prepared for the student information folder from the PTC to school families throughout the school year.

**Treasurer** - The Treasurer shall receive all monies of the PTC and shall keep accurate records of receipts and expenditures and shall pay out funds authorized by the Executive Board. Persons authorized to sign checks will be limited to the Church Pastor and the PTC Treasurer. The Treasurer shall present a statement of account at every monthly meeting of the PTC. He/she will also prepare a financial statement at the end of the term of office to be kept as a permanent record. A copy of which will go to the Financial Officer of the church along with a copy of the bank statements. All books shall be balanced and audited at the end of each year by two PTC members appointed by the President. Following the audit, receipts are to be held for 7 years before being discarded.

**Ways and Means** - The Ways and Means Officer shall oversee all fundraising activities and recruit and support chairpersons for each fundraising event. He/she shall research new fundraising programs and keep record of fundraising results for future reference.

**Procedures and Legislation** - The Procedures and Legislation Officer shall provide PTC the interpretations of the by-laws and oversee any amendments to be addressed to the PTC. This officer is responsible for chairing the nominating committee. If St. Francis Xavier PTC is a member of the Catholic Parent Teacher League, the Procedures and Legislation officer is to represent the PTC at those meetings and communicate transactions accordingly. It is suggested that the immediate Past President assume the Procedures and Legislation position.