**Officer Descriptions for DKFI PTA**

**Elected Officers**

**President--**
The president shall:
1) preside at all PTA meetings
2)      coordinate the work of all officers and committees of the PTA
3)      be a member *ex offico* of all committees except the nominating committee
4)      perform such other duties as may be prescribed in the by-laws or assigned by the DKFI PTA or by the board of directors
5)      review and initial bank statements on a monthly basis
6)      represent the DKFI PTA at all council meetings or send a representative

**Vice Presidents**--1st VP  *(Middle School) &* 2nd VP (Elementary)
The vice presidents shall:
1)      act as aides to the president
2)      in their designated order perform the duties of the president in the absence or inability of that officer to serve
3)      perform such other duties as may be prescribed in the by-laws or assigned by the DKFI PTA or by the board of directors
4)      track teacher requests
5)      assist with membership activities

**Secretary**--
The secretary shall:
1)      record the minutes of all DKFI PTA meetings
2)      be prepared to read the minutes of the previous meeting
3)      file all records
4)      have a current copy of the by-laws
5)      maintain a current membership list
6)      perform such other duties as may be prescribed in the by-laws or assigned by the DKFI PTA or by the board of directors

**Treasurer**--
The treasurer shall:
1)      have custody of all funds of the DKFI PTA
2)      keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month
3)      make disbursements as authorized by the president or board of directors of the DKFI PTA in accordance with the budget adopted by the DKFI PTA
 4)      present a written financial statement at every meeting of the executive council, the board of directors, the general membership, and at other times when requested by the board of directors
5)      make a final report before the newly elected officers officially assume their duties
6)      be responsible for the maintenance of such books of account and records as to conform to the requirements of the by-laws
7)      be responsible for preparing and filing all necessary tax forms
8)      have the accounts examined at the close of the fiscal year and upon the change of treasurer by an auditor or an auditing committee of not less than three (3) persons who, satisfied that the treasurer’s annual report is correct, shall sign a statement of that fact at the end of the report.  An auditor or auditing committee shall be selected by the board of directors at least thirty (30) day before the new officers assume their duties perform such other duties as may be prescribed in the by-laws or assigned by the DKFI PTA or by the board of directors