

# Rosy Mound PTA

## Roles & Responsibilities

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**Position:** Treasurer

### **Responsibilities:**

- Be a member of the Rosy Mound PTA.
- Prepare monthly statements for general membership meetings including a budget report.
- Attend board & general membership meetings.
- Frequently check the PTA mailbox at Rosy Mound for checks, etc.
- Read and become familiar with Rosy PTA goals & objectives, roles & responsibilities, approved budget process, and bylaws.
- Stay up to date on Rosy PTA events/activities.
- Sign up to receive Rosy PTA emails.
- Maintain your **Treasurer Leader** Folder.
- Bring all fundraising ideas to board for discussion and approval.
- Monitor and maintain the [treasurer@rosypta.org](mailto:treasurer@rosypta.org) mailbox.
- Turn in budget for approval in Sept.
- Maintain 2 signatures on all checks/vouchers with the PTA Treasurer.
- Work with VP of Memberships to ensure proper submission of membership dues to Michigan/National PTA.
- Ensure that board members, chairperson(s), and committee leaders are following PTA procedures in regards to money handling and communicating with the PTA board.
- Follow the rules and guidelines of the National PTA.
- Review any Proposal for Funding Forms brought to the board to vote on and to determine feasibility.
- Turn in your **Treasurer's Leader** folder to the in-coming treasurer at the end of the year and allow time for shadowing.

### **Fundraising or Proposal for Funds Assessments**

Fundraising is the method of raising money to finance PTA programs and projects. The fund-raising project must support the goals of PTA and be related to the educational, charitable, and philanthropic purposes as a tax-exempt organization.

Fundraising projects must have the approval of the membership in advance of the event and the vote must be recorded in the minutes. If it is an on going activity or program, it must be approved each year by the association membership. No spending or approval for spending may take place until the general membership has voted and recorded in the minutes of such approval.

### **2009-2010 Fundraising Activities:**

- Rosy Jogathon

### **General Membership Meetings**

- Carry reference material such as, approved budget, bank statements and monthly treasurer's reports to each meeting.
- Distribute copies of monthly treasurer's reports to gen. Membership meetings.