

President: The president or co-presidents shall preside at all meetings of the association and shall be an ex-officio member of all committees except the nominating committee. The president shall appoint chairpersons of PA committees with the approval of the executive board. The president or co-presidents shall delegate responsibilities to other PA members and shall encourage meaningful participation in all parent and school activities. The president or designated co-president shall attend all regular meetings of the District 10 Presidents' Council and shall be a mandatory member of the school leadership team. In the event that the association elects co-presidents, which co-president will serve as the mandatory member on the school leadership team and which co-president will serve as the school's representative to the region/district presidents' council shall follow their Nomination Agreement. However, upon mutual agreement and with the approval of the executive board, the co-presidents may trade these responsibilities as needed. The president or co-presidents shall meet regularly with the executive board members in accordance with these bylaws to plan the agendas for the general membership meetings. The president shall be one of the eligible signatories on checks. Upon departure from the office of president or co-president, the president or co-presidents shall assist with the transfer of PA records to the incoming executive board. The president or co-presidents shall attend OFEA professional development seminars relating to association leadership.

Secretary: The secretary shall maintain the official record (minutes) of the proceedings and actions of all association meetings. The secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The secretary shall prepare and read the minutes of each association meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The secretary shall maintain custody of the association's records on school premises. The secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The secretary shall be one of the eligible signatories on checks. Upon the departure of any officers from office, the secretary shall assist with the transfer of all PA records to the incoming executive board. The secretary shall attend OFEA professional development seminars relating to association leadership.

Treasurer: The treasurer shall be responsible for all financial affairs and funds of the association. The treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall be responsible for having fundraising activity reports filled in and submitted to Parent Coordinator within 5 business days after each fundraising event. The treasurer shall be

prepared to present and provide copies of financial reports at all association meetings. The treasurer shall also prepare and provide copies of the interim and annual financial reports. The treasurer shall make available all books or financial records for viewing by members upon request and for audit. Upon his or her departure from the office of treasurer, the treasurer shall assist with the transfer of all PA records to the incoming executive board. The treasurer shall attend OFEA professional development seminars relating to financial affairs.

Vice President of Fundraising: The vice president, or co-vice presidents, of fundraising shall be responsible for establishing funding relationships with outside businesses and soliciting new fund raising opportunities and events in accordance with the Chancellor's regulations. The vice president, or co-vice presidents, of fundraising shall also work with the x Treasurer to ensure school year's budget is established with respect to fund raising revenue and expense. This office is responsible for reporting to the treasurer actual revenue fund raising revenue and expenses as they occur. x Chair of fund raising committee to maximize parent utilization at fund raising events. x Vice president, or co-vice presidents, of Parent Involvement in recruiting parent involvement for all aspects of future fund raising events. The vice president of fundraising shall also assist the president and shall assume the president's duties in her/his absence or at the president's request. Upon his or her departure from the office of vice president, the vice president or co-vice president of fundraising shall assist with the transfer of PA records to the incoming executive board. The vice president, or a co-vice president, of fundraising shall attend OFEA professional development seminars relating to association leadership. The ranking of co-vice presidents of Fundraising for the purposes of succession shall be set before their election, in their Nomination Agreement.

Vice president, or Co-Vice presidents of Parent Involvement (Membership): The Vice president, or co-vice presidents of Parent Involvement (membership) shall be responsible for encouraging parent participation, outreach and recruitment. The vice president, or co-vice presidents, of parent involvement shall also be responsible for maintaining a current list of active members which shall be available without home addresses and telephone numbers at every membership meeting. All responsibilities of the vice president, or co-vice presidents, of parent involvement shall also be in accordance with the Chancellor's regulations. The vice president, or co-vice presidents, of Parent involvement shall also work with all officers to ensure that parent involvement and communication is maximized. The vice president of parent involvement shall assist the president and shall assume the president's duties in her/his or at the president's request. Upon his or her departure from the office of vice president, the vice president or co-vice president of Parent Involvement shall assist with the transfer of PA records to the incoming executive board. The vice president of parent involvement, or a co-vice president of parent involvement, shall attend OFEA professional development seminars relating to association

leadership. The ranking of co-vice presidents of Fundraising for the purposes of succession shall be set before their election, in their Nomination Agreement.