

BRAMS PTSO EXECUTIVE BOARD POSITIONS 2014-2015

If you have any questions or are interested in filling one of the following positions for the upcoming school year, please send an email to Bramsptso@yahoo.com OR send a note in to the school, Attention PTSO, with your name, contact information and the position that you are interested in.

Basic job description of BRAMS PTSO Executive Board members:

PRESIDENT:

1. Prepare agendas and preside over all meetings of the BRAMS PTSO and the Executive Board
2. Is a member ex-officio of all standing and special committees, (but shall not serve on the nominating committee)
3. Appoint chairpersons for special committees as needed
4. Coordinate the officers and committee chairpersons of this PTSO in order that the objectives of this PTSO may be promoted
5. Retain all official non treasurer related records of the PTSO
6. Perform all other duties necessary pertaining to this office to run smoothly.

VICE PRESIDENT:

1. Shall act as an aide to the President
2. Perform all duties of the President in the absence or inability of that officer to serve
3. Assume other responsibilities assigned by the Executive Board
4. Coordinate the general activities of created by the Executive Board

SECRETARY:

1. Record and distribute the minutes of all Executive Board meetings and all general PTSO meetings
2. Conduct correspondence and perform all other duties assigned
3. Keep the calendar of current events for the PTSO and distribute information to PTSO members via e-mail and working with the school staff for the school website, (www.rossarts.org)

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TREASURER:

1. Shall be responsible for and have custody of all funds of his PTSO
2. Count all monies collected with two people present, and deposit all cash and checks in the bank the same day received or no later than the next business day. If unable to deposit on a specific day all monies must be held at the school in a designated locked area determined by the principal.
3. Collect and keep a full accurate account of all receipts and expenditures of all money of BRAMS PTSO
4. Develop with the Executive Board an annual budget to be distributed and approved by the membership of this PTSO as soon as possible near the beginning of the school year
5. Co-sign checks and release no check without two signatures, (treasure and principal's designee)
6. Make disbursements as authorized by the Administration and President and/or Executive Board of this PTSO in accordance with the budget adopted by this PTSO
7. Make monthly financial reports at all meetings and as requested by the Executive Board

Elections to be held at the BRAMS PTSO meeting which will beginning at 6 PM on Wednesday, May 14, 2014 at the BRAMS Library.