

PCA Officer Job Descriptions

Excerpt from ARTICLE V - DUTIES OF THE OFFICERS

Section A. President. The President shall preside at and prepare agendas for all Board meetings, and of the general membership, perform such other duties as are incumbent on the office, and perform such other duties as may be prescribed by the Board from time to time. The President shall be responsible for having a copy of the Bylaws available at every, Board, and PCA general membership meeting, for reference. The President must have been an officer of the Board for at least one (1) year prior to serving in this capacity. If this criteria cannot be met, the school Administration guided by the recommendation from the current PCA Board, will appoint the President. The President shall monitor the mission and goals of the PCA to ensure their performance and effectiveness.

Section B. Vice-President. The Vice-President serves as a member of the Board and in the absence of the President shall perform all duties of the President and shall become President once the current President's term expires, or if the President does not seek re-election. The Vice-President shall also perform all other duties as assigned by the President.

Section D. Secretary. The Secretary serves as a member of the Board. The Secretary shall keep, prepare, distribute and maintain copies of the agenda and minutes for all Board and PCA general membership meetings, provide notice to all officers of all Board meetings and shall keep an accurate record of attendance at all Board and General meetings. Before or on the date of the next meeting, the Secretary shall submit the minutes from the prior meeting (via e-mail, facsimile, or hand delivery) to each member of the Board for review or approval. The Board will amend and approve the prior minutes at the beginning of current meeting. Once approved, the Secretary shall post the approved minutes on the Providence Catholic School (PCS) website within two (2) days from the date of current meeting. The Secretary shall also oversee all the correspondence deemed necessary from the Board of Officers. The Secretary will be responsible for maintaining a list of the current Board members with their correct contact information and shall distribute that list to all Board members. A revised list shall be distributed upon any such contact information being changed. The recording secretary shall mention the Text Reminder System for the PCA.

Section E. Treasurer. The Treasurer serves as a member of the Board & shall present the annual budget of the PCA that has been approved by the Administration and reviewed by the President before the beginning of each school year with input from all Officers. He/she will also provide the Officers all forms required by the Business Office for procurement of funds prior to or at the beginning of the school year.

The Treasurer shall be the liaison between the Board and Providence with regard to financial matters. The Treasurer shall see that a proper accounting system is maintained to keep a true and accurate record of: (a) all funds deposited with the Providence business office by the



PROVIDENCE

THE COLLEGE PREPARATORY SCHOOL FOR GIRLS GRADES 6-12

Officers, and (b) all funds distributed by the Providence business office to the PCA or on behalf of the PCA. Such records shall be at all times open to inspection by the Board and or the Principal of Providence. The Treasurer shall receive the appropriate documentation from the Officer depositing funds with the Providence business office, via the then-current official PCA form. The Officer chairing an event or serving as Board Liaison for an event will submit all check requests forms to the Providence business office for payment one week prior to the event, with approval from the Principal, notification to the Treasurer, and appropriate documentation, as required by the Providence business office.

At each meeting of the Board, the Treasurer shall provide a report showing in detail the income and expenditures of the PCA since the last report and present a forecast of the budget, a general statement of income and expenses at each meeting of the general PCA membership. The Treasurer will adhere to all applicable policies regarding finances as stated in these Bylaws. The Treasurer will oversee and secure the collection of all monies during all fundraising initiatives of the PCA which shall benefit the school.

Section F. Parliamentarian/Historian. The Parliamentarian/Historian shall see that all meetings of the PCA and the Board run in an orderly fashion. In all cases where parliamentary procedure is not provided by the Bylaws, Robert's Rules of Order, Revised shall apply. The Parliamentarian/Historian shall be responsible for having a copy of Robert's Rules of Order, Revised available at every Board and PCA general membership meeting for reference. The Parliamentarian/Historian will present each newly elected Officer with a pledge listing all the duties and responsibilities of his/her office and will ensure that such duties and responsibilities are adhered to throughout the year of office or appointment.

The Parliamentarian/Historian shall chair the Nominations Committee and therefore, solicit and recruit nominees for all PCA Officer positions between March and April of the current school year; provided that the position of President shall not be an elected position in a year when the Vice-President is duly qualified (will be a member of the PCA the following year) and intends to ascend to the office of President pursuant to Article V, Section B, above.

The Parliamentarian/Historian shall also collect information from the various Officers so that a master PCA binder/electronic folder of information will be maintained, with such information as minutes from all PCA meetings, past nominations for officer positions, "Plans of Work" that will include information regarding volunteers serving for each event and their unique talents, contact information for key people or businesses, all event evaluation and/or notes that state the pro/cons, advantages/ disadvantages, repeats/deletions for a particular function or event. The Parliamentarian/Historian shall be a liaison to Providence in providing, articles on, and pictures from, the PCA and/or PCA activities for inclusion in school media, social media (e.g. Facebook) and school publications distributed to parents and guardians, and for posting on the website. These pictures can be uploaded onto a cloud account approved by the Administration.





Section G. Parent Liaison. The Parent Liaison will work very closely with the President and the Principal or an administrator selected by the Principal. He/she will help to seek, communicate with and coordinate volunteers at the direction of the President and approval of the designated Administrator for designated school events. At Board meetings and at all PCA general membership meetings, the Parent Liaison shall present a report on the PCA volunteer needs.

Section H. Advancement Liaison. The Advancement Liaison will work very closely with the PCA President, and the advancement department. He/she will help to seek, communicate with and coordinate volunteers at the direction of the PCA President and approval of the advancement for designated school fundraising efforts, especially the Raffle Ticket Sales. At Board meetings and at all PCA general membership meetings, the Advancement Liaison shall present a report on the PCA volunteer needs.

Section I. Class Rep (7 total positions). The Class Representative for each grade will assist as a volunteer for the PCA events and assist in communicating PCA information to the families in their grade level. The will also organize their class fundraising efforts including the raffle and gala auction basket.

