

Duties of the Officers:

1. The President shall:

- a. Arrange/Preside at all meetings of the organization.
- b. The President acts as liaison between the PSP and School Administrative staff to assist in meeting the schools objectives
- c. Be responsible to oversee all activities of the PSP
- d. Be responsible to oversee the Officers
- e. Be responsible to record all Parent volunteer hours for the academic year and reconcile those hours with School Bookkeeper
- f. Ensure that parents are charged accordingly for non-participation in services.
- g. Be ready to step into any volunteer position that may not be supported by a coordinator
- h. Seek out Fundraising activities.
- i. Be available to parents to answer any questions/concerns
- i. Must be organized & have an agenda at each meeting.
- k. Provide to the successor in office, all records in his/her possession

2. The Vice President shall:

- a. Be ready to perform the duties of the President in the inability of that officer to serve
- b. Act as liaison between the PSP and School Administrative staff
- c. Be responsible to oversee Coordinators
- d. Be responsible to update PSP Calendar of Events & Newsletter PSP Column
- e. Work alongside the Secretary to prepare and distribute the volunteer assigned positions
- f. Be available to parents to answer any questions/concerns
- g. Provide to the successor in office, all records in his/her possession

3. The Secretary shall:

- a. Keep an accurate record at all meetings of the organization (PSP Scheduled Meetings and Officers Meetings)
- b. Keep on file a copy of Meeting minutes to be filed in a permanent record book that is to be in custody of the current President
- c. Be ready to present minutes at PSP meetings & request an acceptance of minutes
- d. Prepare the agenda for the PSP meetings with the assistance of the President/officers.
- e. Prepare any materials needed for distribution or reference
- f. Work alongside the Vice President to prepare and distribute & maintain a spreadsheet of the volunteer assigned positions
- g. Finalize minutes, obtain necessary approvals, and post minutes in a timely manner.

- h. Keep the files of communications, papers, and documents belonging to the organization.
- i. Be available to parents to answer any questions/concerns
- j. Provide to the successor in office, all records in his/her possession.

4. The Treasurer shall:

- a. Keep an accurate record of receipts and expenditures.
- b. Present a financial update at every meeting of the organization.
- c. Reconcile on a monthly basis with the schools bookkeeper.
- d. Be available to parents to answer any questions/concerns
- e. Provide to the successor in office, all records in his/her possession