

Bishop Kelley Catholic School

Parent Teacher Group Board Description

All Board Members Will:

1. Support the objectives of the Parent Teacher Group (PTG)
2. Help recruit chairpersons to fill vacant positions for events and special committees
3. Support/assist event chairpersons when assistance is requested
4. Attend PTG general membership meetings
5. Maintain documentation related to elected board position and transfer this documentation to their successor by the last day of month of April following election of a successor

President

- Serve as leader and key contact for the PTG
- Preside over PTG general membership meetings and board meetings
- Appoint chairpersons for events/special committees and distribute event paperwork
- Act as *ex-officio member of school Parent Advisory Council and all events/special PTG committees
- Attend Parent Advisory Council meetings
- Coordinate the work of PTG officers and committees so that the objectives of the PTG can be met

Vice President

- Act as an aid to the president
- Perform the duties of the president in their absence or inability of the president to perform their duties
- Assume other responsibilities as determined by the board to meet PTG objectives
- Assist with coordination of events and special committees

Treasurer

- With the input of the board, develop annual event budgets and present budgets to the principal for approval
- Work with the church book keeper to obtain event/committee financial reports
- Review financial summaries from events to identify/rectify discrepancies with book keeper reports and/or anticipated event budgets
- Provide financial report/summary at monthly meetings as requested
- Complete an annual financial summary document and provide a copy to the president and principal by the end of the school year.

Secretary

- Keep the minutes for all monthly, board and special meetings of the PTG
- Make available a summary (highlights) of minutes within one week of the meeting
- Provide a complete copy of the minutes from the last meeting to the attendees of the next PTG meeting
- Prepare correspondence and distribute information for publication (e.g. Beacon, church bulletin) as assigned by the president/board
- Maintain a calendar of PTG events

Principal

- Approve PTG budgets and additional event expenditures that are in excess of the budgeted amount
- Attend general membership meetings

**Ex officio or a member by virtue of holding another office. Ex officio members are afforded the same rights as any other member including debate, motions and voting. Participation in event/special committees at the discretion of the president.*