

Appendix A

PTC Board Positions must meet the criteria of parish/school as follows:

1. Registered Parishioner
2. Children need to be registered for the upcoming school year
3. Active members of the parish and school

PRESIDENT (2 Year Term)

- Preside over PTC meetings.
- Create Agenda for PTC meetings.
- Communicate with principal often on various PTC activities.
- Oversee all PTC committees.
- Delegate a committee for Catholic Schools Week.
- Write updated information of PTC (current deadline for Jaguar Journal is Thursday 3:00 pm) and provide to secretary of PTC for publication.
- Attend or assign other PTC Board member to attend 8th grade graduation to award PTC scholarships.
- Meet with PTC Board members and establish the budget for the next school year.
- Call special meetings when necessary.
- Review By-Laws yearly at a PTC meeting.

VICE PRESIDENT (2 Year Term)

- Attend PTC meetings.
- Preside over PTC meetings in absence of President.
- Procure Reconciliation pins for second grade.
- Organize with the PTC Board and Principal on Christmas gifts for the teachers (Scrip's Gift Certificate).
- Assist President with organizing Catholic Schools Week.
- Assist in creating committees for various events.

TREASURER (2 Year Term)

- Collects monies from all fundraisers, deposits and tracks in an Excel spreadsheet.
- Keep track of all teacher accounts in Excel.
- Develop the budget with the PTC Board and enter in Excel.

- Enter all monies spent from PTC budget and enter in Excel.
- Keep track of approved non-budgeted items in Excel.
- Balance the Bank Statement.
- Review the Bank Statement with Business Manager.
- Put together a Treasurer's report for each PTC meeting.
- Meet with the PTC Chairperson(s) of large fundraisers and verify policies and procedures are understood.
- Verify the profit amount from PTC fundraisers match the amount received.
- At year end, provide an account of all income, expenses and profit.
- Organize cash box for PTC fundraiser before the event.

SECRETARY (2 Year Term)

- Keep a written record (minutes) of each PTC meeting.
- Provide minutes at each meeting from the previous PTC meeting for approval vote.
- Provide copies of PTC By-Laws at each meeting and/or upon request.
- Submit copies of the PTC meeting minutes to the school's webmaster to be published online.
- Type updated PTC By-Laws as needed.
- Submit to school secretary and / or school's webmaster reminder of PTC meetings and events in advance (minimum of two weeks) for publication in the Jaguar Journal and / or other means of communication.
- Submit PTC meetings and events that have been secured for the following school year to school secretary by deadline (Usually at beginning of August).