

## **Duties of Every PTA Officer**

Become familiar with the PTA Quick-Reference Guides which are mailed to PTA presidents. The PTA Quick-Reference Guides are also available at: [www.ptakit.org](http://www.ptakit.org).

Become familiar with information and resources on the National PTA website ([www.pta.org](http://www.pta.org)) and the Iowa PTA website ([www.iowapta.org](http://www.iowapta.org)). Iowa PTA materials may be reprinted for PTA use. National PTA materials may be reprinted for PTA use UNLESS the material indicates that permission is required. To get permission to reprint, follow the instructions on the material. Credit the source whenever you reprint Iowa PTA or National PTA materials.

Protect members' privacy by allowing NO distribution of membership lists to outside interests

Perform duties as indicated in bylaws, policies or standing rules

Study materials distributed by the PTA

Attend meetings

Make reports promptly

Answer correspondence promptly and keep correspondence files. Copy others as appropriate.

Maintain a procedure book. A procedure book, which can be a 3-ring binder, should contain a record of work

done and other helpful information, such as:

Bylaws

Budget

Calendar

Contact information for board

Contact information for resource people and organizations

Job description

Agendas, minutes and reports

Newsletters

Correspondence

Any other information important to the position

Transmit procedure book, records, reports, and other materials promptly to successor

Be aware of the retention requirements for PTA records. An example of a Records Retention Schedule can be found in the PTA Money Matters Quick-Reference Guide.

Return to the treasurer, without delay, any funds pertaining to the position and follow proper money handling procedures.

Take advantage of opportunities to train for PTA leadership:

Attend Iowa PTA Convention. For information, go to:

[Convention](#)

Attend National PTA Convention. For information, go to:

[http://www.pta.org/conferences\\_and\\_events.asp](http://www.pta.org/conferences_and_events.asp)

Attend National PTA Legislative Conference. For information, go to:

[http://www.pta.org/conferences\\_and\\_events.asp](http://www.pta.org/conferences_and_events.asp)

Take advantage of PTA E-Learning opportunities:

<http://www.pta.org/1449.htm>

In cases where there are co-officers, only one person shall be designated as the official contact person for Iowa PTA and National PTA, and only one set of materials will be mailed to the person so named. Iowa PTA will send e-mail to all co-officers if e-mail addresses are provided to Iowa PTA.

Source: Iowa PTA website <http://www.iowapta.org/>