

## SECTION X Duties of The Officers

- A. President
- shall convene and preside at all membership, special, and executive meetings
  - shall ensure that an agenda is prepared and presented
  - shall appoint committees where authorized to do so by the executive or membership
  - shall be an ex-officio member to all committees except the Nominating Committee
  - shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
  - shall be the official spokesperson for the organization
  - shall be a signing officer.
- B. Vice President
- shall assume the responsibilities of the president in the president's absence
  - shall accept extra duties as required
  - shall be a signing officer.
- C. Secretary
- shall record the minutes of membership, special, and executive meetings
  - shall distribute minutes to Council members
  - shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed and a copy submitted to the school board office for safekeeping
  - shall issue and receive correspondence on behalf of the organization
  - may be a signing officer
  - shall safely keep all records of the Council and shall file all records in the PAC file cabinet at the end of each term.
- D. Treasurer
- shall be responsible for and report on the accounts of the organization
  - shall be one of the three signing officers of the executive as per Section XII
  - shall, with assistance of the executive, draft a budget and tentative plan of expenditures as per Section XII
  - shall ensure that another financial signing officer has access to the books in the events of his/her absence.
- E. DPAC Representative
- shall attend DPAC meetings
  - shall report back to the PAC
  - shall seek input from the PAC.
- F. Past President
- shall help smooth transition between presidents
  - shall assist and advise the Council
  - shall act as a consultant for the President
  - shall chair the Nominating Committee