

Magnolia Parents' Club Officer Positions:

A minimum of a President, Secretary, and Treasurer is required to meet the officer requirements of the bylaws.

President

The Site President shall oversee the operations of the Site Organization, including but not limited to:

1. preside at all meetings of the Site Organization;
2. plan and set agendas for Site Organization meetings;
3. coordinate the election of new officers as set forth in these bylaws;
4. coordinate the work of the officers and committees of the Site Organization;
5. coordinate and publish to membership a calendar of activities and meetings;
6. abide by the provisions set forth in the Financial Procedures and Controls Agreement;
7. perform such other duties and obligations as needed.

Vice President

1. Primary role will be to support President in duties as needed.
2. Assist in activities relating volunteer recruitment, such as 6th grade orientation and transition activities, 1st day sign ups, welcome mailing, etc..
3. Provide support for event & activity chairs in volunteer recruitment.
4. Oversee the volunteer database & provide information as needed
5. Assist President in keeping website current

Vice President, Activities

1. Be responsible for ensuring that chair-people are in place for each of the designated activities such as PTM dances, fun nights, ice cream social, fun clubs, open house pizza sales, and graduation.
2. Provide each event chair person with the information they need to be execute their event which at a minimum would include a budget and procedures for handling money and reimbursements and may also include notebook from previous year, evaluation form and event planning guide.

Secretary

1. keep an accurate record of minutes and agendas for all general meetings of the organization;
2. maintain a current copy of the Bylaws of the organization, properly annotated with any amendments and showing when each amendment was adopted by the organization,
3. perform the duties of the President in the event that the President and the Vice President are unable to do so; and,
4. perform such other duties as assigned.

Treasurer

1. have custody of all funds of the organization;
2. prepare and present a projected annual budget of revenues and expenses no later than August 1st to be voted on at the first general meeting of the year;
3. keep a full and accurate account of all receipts and expenditures of the organization;
4. present monthly financial reports at general meetings of the organization and to the PRDPC Board, as requested;
5. provide a financial statement at the last meeting of each year projecting final annual results;
6. oversee the activities of any committee addressing finances of the organization;
7. abide by the provisions set forth in the Financial Procedures and Controls Agreement, and
8. Create and maintain a list of physical property of the Site Organization.

Financial Secretary (not a voting officer)

Assists the Treasurer with bank deposits and check writing.