



## **GUIDELINES FOR EXECUTIVE OFFICERS JOB DESCRIPTIONS**

**The whole executive team is responsible for keeping the local association current and moving forward. Each role is very important in achieving success. Here are some of the key responsibilities for president, vice president, past president, secretary and treasurer.**

**When carrying out the day-to-day running of your home and school, the following are some guidelines for the executive positions and committees:**

### **1. President - *It is the duty of the chair to:***

- Be familiar with documents related i.e. bylaws and budgets
- Open the meeting at the specified time
- Make sure there is a quorum
- Recognize members who are entitled to speak
- State and put motions to a vote
- Announce the results of the vote
- Conduct an orderly debate
- Ensure parliamentary rules of order are followed (Robert's Rules of Order)
- Enforce the rules of decorum
- Avoid wasting time
- Inform members about relevant points of order
- Respond to members' questions about parliamentary rules



## 2. **Vice- President Position**

- Be familiar with responsibilities of the President.
- Will act as Chair in the absence of the President.

## 3. **Past President Position**

- The role of the Past President can greatly benefit any new executive and new President taking office.
- The Past President is part of the Home and School Executive.
- This position is filled by the outgoing President.
- The Past President should assist the new President in whatever way possible.
- Responsible for nominations.

## 4. **Secretary**

- The secretary records the minutes of the meeting and keeps the organization's records.
- Notifies the members of the meetings.
- Possibly prepares the agenda with the President before meetings.
- Takes attendance.
- Has the minutes available to all members.
- Keeps a file of all committee reports.
- Keeps the official membership roll.
- Signs copies of all required documents.
- Maintains the associations records.



## 5. Treasurer

The treasurer handles the organizations financial matters. The duties of the Treasurer:

- There must be three -four signing officers on the account(s) with any two to sign cheques.
- Receives all monies and disburses them as designated in the Bylaws, or as authorized by the Association. Keeps official records in which all receipts and expenditures are recorded.
- Keeps an accurate account of all monies received.
- Brings bank statements to executive/board meetings for review.
- Books must be available to be reviewed by the executive at any time.
- Submits a report showing the receipts, disbursements, and balance on hands at the Executive and regular Association meetings.
- Knows the amount of money the Executive is authorized to spend. These expenditures must be ratified at the next meeting.
- Submits an Annual Financial Report
- Prepares the annual budget
- Issues receipts as necessary

Important to Remember.....

It is the Treasurer's responsibility to ensure that all cancelled cheques, invoices, receipts, record books, and Treasurer's books be passed on to the new Treasurer upon completion of their term.

Ensure that two people count all monies collected by Home and School and sign off to confirm the totals are accurate.

Non-profit organizations must keep all financial records such as cancelled cheques, receipts, etc. for a period of seven years before discarding.