

PROCEDURES MANUAL

Version 3
July 2022



I. Purpose

The purpose of this Procedures Manual is to outline the duties and key actions required of the TJPTSA elected officers. We will continue to update this document as we progressively define new processes and procedures, including those for the Executive Committee, Executive Board, and committees.

II. Overall Governance

It is the collective responsibility of all members of the Executive Committee and the Executive Board to work together to collaboratively lead the TJ PTSA in achieving the PTA mission and facilitating the board's work to serve students and families.

III. Executive Committee Responsibilities

As members of the Executive Committee, all officers are responsible for participating in the following Executive Committee activities:

- A. Develop goals for the TJHSST PTSA for presentation to the Executive Board and General Membership for approval.
- B. Appoint standing and special committee chairmen and members of the standing and special committees, except the nominating committee. Section 3.
- C. Meet within thirty (30) days after their election for the purpose of appointing standing committee chairmen.
- D. Appoint Special committee chairmen as necessary. Members of the standing and special committees shall be appointed as soon as possible after the appointment of the committee chairmen.

IV. Executive Board Responsibilities

As members of the Executive Board, all officers are responsible for participating in the following Executive Board activities:

- A. Transact necessary business in the intervals between general membership meetings and such other business as may be referred by the TJHSST PTSA and present a report to the General Membership at the General Membership meetings.
- B. Create, change or eliminate standing and special committees.
- C. Approve the plans of work of the standing and special committees.

- D. Select a financial review committee, experienced auditor, or attend an external audit exchange.
- E. Approve the proposed budget to be presented to the general membership for adoption.
- F. Obtain general membership approval for any changes to the adopted budget over five hundred dollars (\$500.00) per fiscal year.
- G. Hold meetings as approved by general membership on the organizational structure form.

In addition, members of the Executive Board are responsible for the following:

- A. **Duty of Care.** Each board member has a legal responsibility to participate actively in making decisions on behalf of the TJHSST PTSA and to exercise his or her best judgment while doing so.
- B. **Duty of Loyalty.** Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity.
- C. **Duty of Obedience.** Board members bear the legal responsibility of ensuring that the TJHSST PTSA complies with the applicable federal, state and local laws and adheres to its mission.
- D. **Focus on and evaluate your goals.** The TJHSST PTSA board should have overall goals for the year that are in line with PTA's mission, including membership goals. Regularly assess progress toward those goals.
- E. **Set the tone.** Maintain a positive working relationship among TJHSST PTSA board members and a welcoming environment for the rest of the membership.
- F. **Know and follow your organization's bylaws, as well as applicable state and federal laws.** These are the rules the TJHSST PTSA will follow.
- G. **Know your finances.** As a first step, you'll need to approve and oversee your budget.
- H. **Plan for rotation and transition.** The TJHSST PTSA board will grow stronger when you consistently recruit new members and leaders. Know when your term ends, and plan for a smooth transition by saving reports, files and notes for your successors.

V. Officer Duties

Officer Role	Duties
President	<ul style="list-style-type: none"> A. Preside at all meetings of the TJHSST PTSA. B. Coordinate the work of the officers and committees of the TJHSST PTSA in order that the purposes may be promoted. C. Collaborate with other members of the Executive Committee and Executive Board to facilitate teamwork and collaborative decision-making. D. Submit the TJHSST PTSA officers' contact information form and verification of TJHSST PTSA employer identification number (EIN) to the Virginia PTA state office immediately upon election of officers annually. E. Perform such other duties as may be prescribed in the bylaws. F. Serve as an ex-officio member of all committees of the TJHSST PTSA except the nominating committee. G. Oversee fiscal compliance. H. Serve as a liaison with school administration or community partners. I. Check in regularly with officers and committees to ensure the overall plan is on target. J. Identify challenges and invite solutions. K. Familiarize yourself with all PTSA programs and resources. L. Represent PTSA to the community. M. Recruit and mentor volunteers and future leaders. N. Volunteer at events, when available. O. Voting member of the TJ Partnership Fund Board of Directors, thus expected to attend all TJ Partnership Fund meetings. P. Oversee update of PTSA processes and procedures. Q. Collaborate with TJ booster leadership.
First Vice President	<ul style="list-style-type: none"> A. Act as aide(s) to the president. B. In their designated order, perform the duties of the president in the absence or inability of the officer to act. C. Act as a liaison to school organizations and TJHSST PTSA committees as agreed upon by the President. D. Oversee programming and events.

	<ul style="list-style-type: none"> E. Implement duties delegated by the president. F. Familiarize yourself with all PTSA programs and resources. G. Perform other delegated duties as assigned.
<p>Second Vice President</p>	<ul style="list-style-type: none"> A. Act as aide(s) to the president. B. In their designated order, perform the duties of the president in the absence or inability of the officer to act. C. Act as a liaison to school organizations and TJHSST PTSA committees as agreed upon by the President. D. Oversee membership and fundraising. E. Implement duties delegated by the president. F. Familiarize yourself with all PTSA programs and resources. G. Work with the Executive Committee and Executive Board to set fundraising and membership goals for the year and to lead strategic planning of fundraising and membership initiatives. H. Propose and oversee implementation of efforts to increase membership and funds. I. Draft membership and fundraising procedures. J. Help to recruit parent volunteers for membership and fundraising initiatives when necessary. K. Serve as the primary account owner and system administrator for AtoZ, or any other membership and fundraising software selected by the Executive Committee. L. Work with the Third VP of Communications to promote fundraising and membership initiatives. M. Track and report on progress of membership and fundraising initiatives (actuals compared to targets). N. Perform other delegated duties as assigned.
<p>Third Vice President</p>	<ul style="list-style-type: none"> A. Conduct such correspondence as assigned. B. Send out meeting announcements, agendas, and supporting documents. C. Perform the duties of the recording secretary in the absences or inability of that officers to act. D. Oversee communications, including This Week@ TJ. E. Ensure that the PTSA website is up-to-date, and coordinate with the Webmaster, as needed. F. Perform other duties as assigned. G. Act as a liaison to TJHSST PTSA committees as agreed upon by the President.

	<ul style="list-style-type: none"> H. Work with the Executive Committee and Executive Board to set communications goals and strategies for the year. I. Work closely with the First VP of Programming and Events to establish communication needs for events. J. Work closely with the Second VP of Membership and Fundraising to establish communication needs for membership and fundraising. K. Draft communication procedures. L. Serve as backup account owner and system administrator for AtoZ, or any other communications software selected by the Executive Committee.
Secretary	<ul style="list-style-type: none"> A. Record the minutes of all meetings of the TJHSST PTSA. Minutes should include a record of attendance and any action that was taken; for example, they serve as proof that funds were expended in accordance with the bylaws and approved budget. Minutes should not include opinion, lengthy descriptions of discussions or detailed quotes from speakers. B. Count and record meeting votes. C. Keep the official copy of the TJHSST PTSA bylaws in his/her files. D. Maintain a membership list as required by Virginia PTA. E. Work with the president to create meeting agendas. F. During meetings, take attendance and check for quorum. G. Present draft minutes of the previous meeting, making any corrections and ensuring approved minutes are included in your PTSA's permanent record. H. Perform other delegated duties as assigned. I. Act as a liaison to TJHSST PTSA committees as agreed upon by the President.
Treasurer	<ul style="list-style-type: none"> A. Ensure that the PTSA's financial records are reviewed according to the bylaws before assuming his or her duties. B. Have custody of all funds and finances of the TJHSST PTSA. C. Keep a full and accurate account of receipts and expenditures as described in these bylaws. D. Make disbursements as authorized by the president,

	<p>executive board, or general membership in accordance with the budget adopted by the general membership.</p> <p>E. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the president.</p> <p>F. Present a written financial statement at every meeting of the local PTA/PTSA and at other times when requested by the executive board.</p> <p>G. Prepare an annual financial report at the close of the fiscal year.</p> <p>H. Have the accounts examined according to the financial review procedures outlined in the bylaws.</p> <p>I. Submit a copy of the fiscal year-end financial review report to the Virginia PTA state office within fifteen (15) days following the adoption of the financial review by the membership.</p> <p>J. Work extensively with PayPal online payment system and QuickBooks business management software.</p> <p>K. Work closely with membership chairs to keep up-to-date inventory of memberships.</p> <p>L. Run PayPal reports to track income as needed by the executive board. •</p> <p>M. Issue reimbursements to members in a timely manner.</p> <p>N. Pay vendors in a timely manner.</p> <p>O. Make routine trips to TJ to retrieve PTSA mail and dispense it accordingly.</p> <p>P. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of filing.</p> <p>Q. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National PTA dues for membership received prior to November 1. Remit by December 1, dues received after November 1. Remit by March 1, dues received after December 1. Remit by June 30, all Virginia PTA and National PTA dues received after March 1.</p> <p>R. Oversee proper handling of money, such as ensuring money is collected, counted, recorded and deposited promptly and appropriately.</p> <p>S. Ensure financial checks and balances are in place at all times.</p> <p>T. Promptly deposit all money.</p> <p>U. Remit, by check, all authorized bills and statements</p>
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	<p>as prescribed in the bylaws.</p> <ul style="list-style-type: none">V. Report income and expenses as compared with the budget.W. Renew insurance coverage and submit to the VA PTA.X. Perform other delegated duties as assigned.
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VI. Action Timeline

Month	Action(s)
June (after election)	<p>Outgoing Executive Committee</p> <ul style="list-style-type: none"> ● Gather records such as bylaws, procedures, most recent financial review, accounts and access information. ● Transition with outgoing officers. ● Make introductions with school personnel and administration. ● Consider a membership survey to obtain input on planning for the year ahead. ● Change signatures on bank accounts. ● Meet with the principal to discuss the master calendar and other school policies. ● Submit new officer information in the Memberhub.
July	<p>Incoming Executive Committee</p> <ul style="list-style-type: none"> ● Appoint chairs and members of committees. <p>Financial Review Committee</p> <ul style="list-style-type: none"> ● Complete the financial review and present to the Board. <p>Treasurer</p> <ul style="list-style-type: none"> ● Gather records such as prior year's budget, financial statements, receipt book, checkbook, IRS tax information, most recent Financial Review report and recommendations, and electronic account access. ● Make sure IRS Form 990 was filed properly for the most recent year. ● Establish or update procedures for handling money, getting reimbursed, and applying for grants. ● Educate your board about how to read the budget and encourage them to ask good questions.
August	<p>Executive Committee</p> <ul style="list-style-type: none"> ● Schedule Executive Committee meetings for the rest of the school year. <p>Executive Board</p> <ul style="list-style-type: none"> ● Schedule regular Executive Board meetings for the rest of the school year. ● Make and approve initial committee plans for the year and estimate revenue and expenses for plans. ● Provide input to the Treasurer to create the proposed budget.

	<p>Treasurer</p> <ul style="list-style-type: none"> • Work with Committee Chairs and Officers to draft the initial proposed budget.
September	<p>Executive Committee</p> <ul style="list-style-type: none"> • Present proposed committee plans at the first general membership meeting. <p>Bylaws/Governance Committee</p> <ul style="list-style-type: none"> • Present proposed Organizational Structure Form changes to the membership, if applicable. <p>Treasurer</p> <ul style="list-style-type: none"> • Renew insurance coverage and submit to the VA PTA. • Present financial review to the general membership for adoption and then submit to the VA PTA. • Present proposed budget to the membership for adoption.
October	<p>Executive Committee</p> <ul style="list-style-type: none"> • Submit membership-approved Organizational Structure Form. <p>Treasurer</p> <ul style="list-style-type: none"> • Prepare to file taxes.
November	<p>Treasurer</p> <ul style="list-style-type: none"> • File taxes no later than November 15th. • Remit by November 1 to the Virginia PTA state office, Virginia PTA and National PTA dues for membership received prior to November 1.
December	<p>Treasurer</p> <ul style="list-style-type: none"> • Remit by December 1, dues received after November 1.
January	
February	<p>Executive Committee</p> <ul style="list-style-type: none"> • Call for nominations for the Nominating Committee and collect nominations.
March	<p>Executive Committee</p> <ul style="list-style-type: none"> • Hold election of Nominating Committee during a General Membership meeting. <p>Treasurer</p> <ul style="list-style-type: none"> • Remit by March 1, dues received after December 1.

April	<p>Nominating Committee</p> <ul style="list-style-type: none"> ● Call for nominations for the election of officers and nominate at least one eligible person for each office to be filled and report its nominees to members at a regular general membership meeting at least (30) days prior to the general membership meeting. <p>Executive Committee</p> <ul style="list-style-type: none"> ● Appoint chairs and members of the Financial Review Committee
May	<p>Executive Committee</p> <ul style="list-style-type: none"> ● Hold election of officers at a regular general membership meeting
June	<p>Executive Committee</p> <ul style="list-style-type: none"> ● Conduct officer transition (after election). New officer terms begin on July 1. <p>Treasurer</p> <ul style="list-style-type: none"> ● Remit by June 30, dues received after March 1.

VII. Additional Resources

[Local PTA Leader Kit](#)

[Virginia PTA - Training Resources \(vapta.org\)](#)

[Virginia PTA - Treasurer Tools \(vapta.org\)](#)

[Virginia PTA - Working with a Board](#)