

### 3.1 Parent Teacher Committee Officers

The officers of the Parent Teacher Committee are volunteers and do not receive any financial compensation for assuming these roles. Their interests are in the education of the children. Typically, terms of office are for one year. Exceptions can be made as necessary. The parents select all officers in May at the monthly Parent Teacher Committee meeting. The transition of past officers to new ones will occur over the summer during school vacation.

- The **President** of the Parent Teacher Committee is the representative to the school board, teachers and the church. Duties include forming policy by consensus for the overall custody and management of the Parent Teacher Committee during the term in office, hosting the Parent Teacher Committee meetings, meeting with the school board and teachers, authorizing disbursements of funds, and overseeing other duties as required to execute the duties of the office. The term of this office is limited to two years.
- The **President-elect** supports the President in the execution of duties. In general the President-elect will succeed the President upon completion of her term in office. This process assures continuity of the Parent Teacher Committee from year to year. In the absence of the President, the President-elect will serve as the Acting President and represent the Office of the President at any meetings with the church, board, teachers, and at Parent Teacher Committee meetings.
- The **Secretary** records and maintains all minutes of Parent Teacher Committee meetings and other records as required, and retains them until succeeded by the next Secretary. At the end of a Secretary's term all records will be turned over to the next Secretary. Records will be kept in English. The Secretary is

responsible for official Parent Teacher Committee correspondence, including thank you and condolence notes. The Secretary will send out reminders of monthly meetings and copies of meeting minutes by email. This position may be shared by two volunteers.

- The **Treasurer** manages all funds under the custody of the Parent Teacher Committee. The Treasurer will provide monthly statements to the Parent Teacher Committee at the monthly meetings. Such statements can include monthly transactions, disbursements, revenues, and balance of funds. The Treasurer coordinates with the School Board Treasurer as needed. The Treasurer is responsible for obtaining two signatures for each disbursement check. The Treasurer is not responsible for delinquent collections. Organizational skills and some familiarity with spreadsheets and/or accounting can be helpful for this position. The term of office is one year, but traditionally has been longer to maintain continuity.

- The **Volunteer Coordinator** (a.k.a. **Parent Participation Coordinator**) is responsible for overseeing the manpower needs for recess/snack duty, cultural events, field trip chaperones, and the August Bazaar Ginza booth. The Volunteer Coordinator will enlist chairpersons and assistant chairpersons to lead the events/activities requiring delegation of the workload. The Volunteer Coordinator will maintain the event description binder. This position also requires organizational skills and familiarity with simple spreadsheets. The PTC event chairs will provide the volunteer coordinator with notes/descriptions/fliers/etc to assist future chairs referencing the event binder as a guide.