

President- Shall preside at all meetings of the James W. Alexander PTA. Shall be designated as an authorized signer of the checking account of this PTA, along with the Treasurer and Recording Secretary. Shall perform duties as assigned by local by-laws, County, State, and National PTA. Shall represent Alexander PTA at county and state PTA functions or assign a representative in his/her absence. Shall coordinate the work of the Officers, Chairs, and Committee members on behalf of the PTA.

First Vice President- Shall attend all meeting of the Alexander PTA and act as an aide to the President. Shall perform the duties of the President in the President's absence or inability to serve. Coordinates our Founders Day celebration each February. Oversees the PTA focused committees including: Beautification, Hospitality, Not Just Clothing Drive, and Gift Card Sales.

Second Vice President- Shall attend all meetings of the Alexander PTA and act as an aide to the President. Works with the administration to coordinate assemblies/programs for our students throughout the school year. Oversees "In-School Enhancement" committees including Holiday Shop, Book Fair, Reflections, Education Enhancement, and Spirit Wear.

Third Vice President- Shall attend all meetings of the Alexander PTA and act as an aide to the President. Oversees "Social" committees including: Trunk or Treat, Barnes & Noble Night, Dances, Block Parties, Coupon Books, and Tricky Tray.

Recording Secretary- Shall attend all meetings of the Alexander PTA and keep an accurate record of all meetings of the PTA and Executive Board. Will provide a written account of said meetings at each PTA meeting and will take attendance at all meetings. Shall be designated as an authorized signer of the checking account of this PTA. Oversees the following committee: Communications and Website.

Corresponding Secretary- Shall attend all meetings of the Alexander PTA. Shall conduct general correspondence of the PTA. Oversees the following committees: Box Top Collection, Box Top Bingo.

Treasurer- Shall attend all meetings of the Alexander PTA and keep an accurate record of receipts and expenditures, and pay out funds approved by the President and officers in accordance with the approved budget. Shall be responsible for the maintenance of account books and will present an accounting statement at each meeting. Oversees the following fundraiser campaigns: Write a Check Campaign, 50/50.

****Officers oversee the committees and touch base with committee chairs to see if they need any assistance, check on progress, etc. They are not required to serve on these committees. ****