



everychild.one voice.®

Texas PTA State Office
408 West 11th Street
Austin, Texas 78701

1-800-TALK-PTA

txpta.org

Texas PTA



@txstatepta



@texas_pta



Texas PTA



SUMMARY OF RESPONSIBILITIES

Treasurer

TERM Two Years (July to July)

OBJECTIVE Oversee financial management and reporting to ensure the financial integrity and stability of Texas PTA.

DUTIES

- Chair of the Budget and Finance Committee;
- Chair the Emergency Relief Fund Subcommittee;
- Chair the Disaster Relief Fund Subcommittee;
- Work with the Director of Finance to prepare an annual budget;
- Review monthly financial statements and make recommendations as necessary;
- Ensure association is complying with generally accepted accounting practices (GAAP);
- Ensure a financial report is presented to the board of directors at each meeting;
- Serve as treasurer of Lone Star Statewide PTA;
- Collaborate with other leaders and staff to set the strategic direction of the association;
- Support and exhibit loyalty to the association and its leadership;
- Respond in a timely manner to financial-related questions from Council and Local PTA leaders;
- Lead financial workshops at LAUNCH; and
- Write monthly online communication, Treasurers' Corner.

COMMITMENT

**Subject to annual budget approval*

- Attend three meetings of the board of directors annually (1-2 days duration including events);
 - Rally Day at the Capitol (typically held in February);
 - LAUNCH (typically held in July);
 - Fall board meeting (typically held in October);
- Attend All-Committees Weekend following election in July (2-3 days duration);
- *Attend Lone Star Leadership Weekend (typically held in June);
- Conference call and webinar availability; and
- Represent Texas PTA as assigned by the President.



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SUMMARY OF RESPONSIBILITIES

Treasurer



PREFERRED SKILL SET

- Comprehensive knowledge of and passion for PTA;
- Comprehensive knowledge of financial policies and procedures;
- Demonstrates strong leadership skills;
- Above average presentation, written and verbal skills;
- Deadline-oriented;
- Professional appearance; and
- Ability to work well with others.