

THE EXECUTIVE BOARD

The Executive Board is one of the most important segments of a PTA.

Members of the Executive Board are the elected officers, the standing committee chairmen and the principal, or as specified in the bylaws.

All the elected officers and the principal should meet immediately after their election to select the standing committee chairmen. No one officer and/or the principal have the authority to choose the chairmen.

Meetings of the Executive Board are usually addressed in the bylaws. If not, at the beginning of the year, you should decide upon a definite time for a regular monthly meeting. Do not leave the decision "upon the call of the president".

If your bylaws do not establish a quorum for meetings of the Executive Board, decide upon one, which is usually a majority of the board members.

Always begin on time. Members should arrive early and stay until the meeting adjourns.

Provide materials and information which members may need. Officers and chairmen should arrive with materials pertaining to their jobs which they may need for decision making.

Meetings should be informal, with ample opportunity for democratic discussion.

The chairman should be in control and see that all opinions are received but not allow discussion to drag on endlessly.

The president, or chairman, has a vote on all questions (motions) if they desire to use it.

RESPONSIBILITIES

To carry out the directives given them by the association and the bylaws.

To carry out the day-to-day business of the association.

To propose the budget for approval by the unit or council and to follow it once it has been approved.

To discuss projects and activities proposed and decide which shall be presented to the unit for discussion and approval.

To establish special committees as they are needed.

REPORTS TO THE UNIT OR COUNCIL

Minutes of the Executive Board meetings are not read to the unit or council. However, any recommendations or report from the board must be presented to the association for action.

Reports of decisions by the Executive Board can and should be given to the association to keep them informed.

All packets and state mailings should be discussed at meetings of the Executive Board so that everyone is informed about activities which are being planned and are taking place. These mailings are sent to the president, since that is the name that is on file for each unit, but the material is to be shared or passed on to a specific chairman to be shared.