

ELECTION OF OFFICERS

The election of officers for a PSO should occur on an annual basis. At a minimum, they shall elect officers for the position of president, vice-president, secretary and treasurer. These officers will make up the executive board. Each member of the executive board is required to ensure the PSO procedures and operating practices are financially and legally sound, and in conformance with all rules, regulations, laws, ordinances and statutes applicable to the organization. As a member of the executive board, an individual is legally obligated to be prudent and reasonable in conducting himself to help preserve and protect the organization. Executive board members must actively participate in the management of the organization including attending meetings, evaluating reports and reading minutes.

President

Typically, the president of a PSO is an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:

- Preside at all meetings of the organization
- Regularly meet with the designated campus representative regarding PSO activities
- Resolve problems in the membership
- Regularly meet with the treasurer of the organization to review the organization's position. The financial information should be reviewed on a monthly basis
- Schedule annual audit of records or request an audit if the need should arise during the year
- Submit annual financial statements to the school site administrator

Vice-President

The vice-president acts as the president's representative in his/her absence. They must remain familiar with the organization. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence or inability of the president to serve
- Perform administrative functions delegated by the president

Secretary

The secretary is responsible for keeping accurate records of the proceedings of the PSO and reporting to the membership. The secretary must ensure the accuracy of the meeting minutes and have a thorough knowledge of parliamentary law and the organization's procedures. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the PSO
- Maintain the records of the minutes and any standing committee rules, current membership and committee listing
- Record all business transacted at each meeting
- Maintain records of attendance of each member
- Conduct and report on all correspondence on behalf of the organization

Treasurer

The treasurer is the authorized custodian of the funds of the PSO. The treasurer receives and disburses all monies indicated in the budget or as authorized by action of the PSO.

The major duties include, but are not limited to, the following:

- Serve as chairperson of the Budget and Finance Committee, if prescribed
- Issue a receipt of monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$250.00)
- Prepare a current financial report including bank statements, bank reconciliations, and financial statements within thirty (30) days of the previous month end. Copies should be available for review by the general membership
- File current financial reports at the end of each semester (December and May) with the executive board
- Maintain accurate and detailed account of all monies received and disbursed
- File annual IRS form 1099 in a timely manner (if needed)
- Submit records to the audit committee appointed by the organization upon request or at the end of the year

Advisor/Admin/Coach/Staff Role

- The Parent Support Organization advisor/admin/coach/site staff may not sit on the board
- Advisor may be consulted about budgets, expenditures, fundraisers, etc.
- Advisor may be invited to Executive board meetings with the officers at the discretion of the board but will not have a vote
- Advisor may NOT dictate to the board about who may be elected to the board, policies/practices listed in the bylaws
- Advisor may not be responsible for organization funds
- Advisor/admin may not control communication for organization
- Advisor may not call for meetings (exception made for first meeting of the year/season)
- Advisor should not email parents for organization communication