**The PA Board Positions**

**President**: shall preside at all meetings of the board, shall generally supervise the affairs of the corporation and shall keep the board fully informed. The Treasurer together with either the President or First Vice-President, shall jointly co-sign all checks. For amounts exceeding an amount determined by the board, all checks must be signed by the Treasurer and President. All contracts must be signed by the President or both of the Co-Presidents, as applicable, unless authority is specifically delegated in writing by the President or Co-Presidents, as applicable. Together with the Treasurer, the Chairperson shall present at the annual meeting of members the report described in Article III, Section 9. The Chairperson shall serve as a core member of the School Leadership Team and as a delegate to the Community School Board. The Chairperson shall have any other powers and perform any other duties assigned by the board.

**First Vice President**: shall have the powers and perform the duties assigned by the board. In the absence or inability of the Chairperson to act, the Vice-Chairperson shall perform all the duties and may exercise any of the powers of the Chairperson. The First Vice-President shall act as an assistant to the President; shall perform the duties of President in his/her absence; shall assume responsibility for the orderly functioning of standing committees; shall preside over meetings in the absence of the president; shall be one delegate to the Community School Board; and shall have the authority to jointly co-sign all checks on behalf of the corporation as described in Section 8 above.

**2nd Vice President - Class Parent Coordinator:** shall preside over meetings in the absence of the above mentioned officers; shall coordinate class parents and preside over class parent meetings; shall assist in providing for the orderly functioning of the board.

**3rd Vice President - PLC Chair:** shall preside over meetings in the absence of the above mentioned officers; shall chair and provide for the orderly functioning of the PLC; and, in general, shall facilitate the orderly functioning of the board.

**Co-Recording Secretaries**. shall maintain the official record of the proceedings and actions of all member and board meetings. Minutes of member meetings shall be available at the next regular member meeting and thereafter to any person on request to the Recording Secretary. The Recording Secretary shall sign and incorporate all amendments into the bylaws and shall ensure that copies of the amended bylaws are on file in the principal’s office and with any other governing body requiring a copy.

**Corresponding Secretary**: shall be responsible for all correspondence pertaining to the members; shall be responsible for notification of time and place of all meetings; shall maintain an accurate calendar and shall secure access to school buildings for meetings; shall keep a permanent record of all correspondence sent and received by the corporation; shall make this file available at the School for reference. This file shall include all minutes of all meetings, and all notices, agendas, sign-in sheets and material distributed at meetings. The Corresponding Secretary shall assist the Treasurer with the June transfer of all corporation records to the incoming board.

**Treasurer**: shall keep or supervise the keeping of complete and accurate accounts of receipts and disbursements of the corporation and shall deposit all funds of the corporation in the name and to the credit of the corporation in the banks or other depositories chosen by the board. The Treasurer shall be one of the co-signatories, in the name of the corporation, on all checks. When requested by the board, the Treasurer shall at all reasonable times exhibit the books and accounts to any officer or director of the corporation, and shall perform any other duties assigned by the board. At the annual meeting of the members, the Treasurer, together with the Chairperson, shall present a report showing:

a. the assets and liabilities of the corporation as of a twelve month fiscal period terminating not more than six months prior to the meeting;

b. the principal changes in assets and liabilities during that fiscal period;

c. the revenues or receipts of the corporation, both unrestricted and restricted to particular purposes, for that fiscal period;

d. the expenses or disbursements of the corporation, for both general and restricted purposes, during that fiscal period; and

e. the number of members of the corporation and a statement of the increase or decrease during that fiscal period.

The report shall be verified by the Chairperson and Treasurer or by a majority of the directors, or certified by a public or certified accountant and filed with the minutes of the annual meeting. The report to the board may consist of a verified or certified copy of any report by the corporation to the Internal Revenue Service or the Attorney General of the State of New York which includes the information specified above. A summary of the report shall be distributed to members of the corporation.

**Community Board 8 Rep –** attend CB8 meetings and report back to board and school

**Community District Education Rep –** attend CDEC meetings and report back to board and school