



## EXECUTIVE COMMITTEE

The Executive Committee consists of the elected officers of the PTA. They all assist the President to reach the goals of the PTA. The duties of officers are specified in the Bylaws and Standing Rules.

**President** directs the affairs of the PTA in cooperation with the other members of the Executive Committee and Board of Directors. See the *LAPTA Toolkit: President* for full details.

**Vice-Presidents** aid the President. The President may delegate specific programs such as Membership, Legislation, or Reflections Program to a Vice-President. A Vice-President can act in place of the President only when empowered to do so by the President or, if the President is unable to do so, when empowered to act by the Board of Directors.

**Treasurer** receives and disburses all money as the authorized custodian of PTA funds as prescribed in the Bylaws or authorized by the PTA. See *LAPTA Toolkit: Treasurer* for full details.

**Secretary** keeps accurate records of the proceedings of the PTA and is the custodian of the PTA records. See *LAPTA Toolkit: Secretary* for full details.