



PRESIDENT'S BINDER

It is particularly important to keep an organized and up-to-date binder, which should *at least* include:

- Accounts & passwords summary sheet (see below); Board roster
- Expense Forms and Deposit Forms
- Charter information such as IRS tax filings, Bylaws, Standing Rules, LAPTA Toolkit (all sections), Secretary of State Articles of Incorporation, Annual Report, insurance policy, and past Audit Reports
- All agendas and minutes from Executive Committee, Board of Directors, and General Membership meetings
- Approved budget, Budget Approval Form, budget reports from meetings
- Record of all debit cards and their account numbers
- All Committees with their information and details
- Calendar with school, PTA, and LAPTA dates and deadlines
- Confidentiality, Ethics, and Conflict of Interest Policy signed by the Board of Directors
- Inventory Accountability Form
- Membership roster
- Miscellaneous papers, including correspondence