

Board of Directors (BOD)

Authority:

The Bylaws of the Association and the Chapter

Composition:

President, Vice-President, Secretary, Treasurer, Chief Delegate (additional delegates when eligible), five Directors, and a PTA Caucus Representative. The Bylaws also permit an appointed Student liaison.

Election Schedule:

(Elected by the membership at the Annual Meeting in November for two year terms commencing Jan 1 after election)

Odd years:

President, Vice President, Chief Delegate, and PTA Caucus representative, three directors

Even years:

Secretary and Treasurer
Two directors

Duties & Responsibilities:

Board meetings will be scheduled each January at the Board Retreat with the exception of those meetings previously scheduled to coincide with educational programs. BOD members are expected to make every effort to attend all scheduled meetings. Board meetings shall occur monthly, except summer months, for a total of ten, including BOD meetings, two Chapter Business Meetings (usually March and September), and the Annual Meeting/Elections. Board members will also participate in at least one Caucus. Six members shall constitute a quorum. Board members serve as liaisons to committees and may also chair committees as needed. Board members work together with committees and chapter members to reach chapter goals and objectives.

Meetings function to address the following:

- A. Carry out the mandates and policies of the Chapter as determined by the members.
- B. Disseminate to members information or pertinent communications from the Association for the members' information, opinion, or vote.
- C. Transact all business for and on behalf of the Chapter, subject to the provisions of the Chapter Bylaws, National Bylaws, and all resolutions and enactments of the membership.
 - 1. Take action on the annual budget proposed by the Finance Committee and submit it to the Chapter membership
 - 2. Direct the activities of the Standing and Special Committees
 - 3. Submit an annual report to the BOD of the Association.
- D. Maintain current Chapter Policy & Procedure Manual with revisions as needed.
- E. Submit annual budget utilizing Budget Request Form
- F. Approve expenditure not authorized in annual budget as needed.