

4. Serve as mentor to units as assigned.
5. Provide updates for the Torrance Council website and information for monthly checklist as needed.
6. Attend trainings offered by Thirty-Third District PTA.
7. Conduct Torrance Council training workshops offered to unit officers and chairmen.
8. Develop and maintain a detailed procedure book addressing all duties, in hardcopy, electronic or shared drive. Give this procedure book to the incoming officer or chair upon completion of duties.

#### B. President

1. Compile a list of council officers and unit presidents no later than April 10. Forward this list to Thirty-Third District PTA, the president-elect, and the council directory chair by May 1 (see Bylaws, Standing Rules 3).
2. Shall bring extra agendas to association meetings for guests.
3. The president or an alternate:
  - a. Will attend monthly TUSD School Board meetings and give an oral report about Torrance Council activities and events.
  - b. Will represent Torrance Council at Torrance Education Foundation (TEF) monthly meetings and events, report on Torrance Council activities and events, and share TEF information with the executive board.
  - c. Will represent Torrance Council at the Torrance Refinery Company Community Advisory Panel (CAP) and share CAP information with the executive board.

#### C. President-elect

1. Shall notify officers of their election and chairs of their appointments.
2. The president-elect or an alternate shall be a delegate to the California State PTA Convention (see Bylaws, Article VI, section 11).
3. Shall purchase a council past president's pin at the council's expense for each outgoing council president who has served at least one-half of the term of office and shall have pin engraved with 'TCPTA' or 'Torrance' on the front of the bar, and the president's initials and years of service on the back of the round emblem.

#### D. Vice Presidents

1. Vice presidents shall recommend chairs and members of committees subject to approval of the Torrance Council president and the ratification of the Torrance Council executive board. If there is no chair for a position the vice president over that position shall fulfill those duties.
2. Shall communicate regularly with the chairs under their leadership.

#### E. First Vice President Director of Leadership

1. The chairs under the director of leadership shall be convention; council directory; unit directory; complaint committee; diversity, equity and inclusion committee; and mentor training.

#### F. First Vice President-Elect or designee

1. Shall be recommended to be a delegate to the California State PTA Convention.
2. Shall serve on the convention committee.
3. Shall purchase Torrance Council name tags for any incoming board of directors as needed no later than March of the year prior to their term of office.

G. Second Vice President Director of Organization and Programs

1. The chairs under the director of organization and programs shall be Founders Day, Honorary Service Awards daytime program, Honorary Service Awards evening, membership, and Reflections.
2. Facilitate the formation of the Honorary Service Awards committee for the selection of council award recipients, pursuant to Standing Rule section 5.A.1.
3. Inform unit presidents of district, state, and national award opportunities.

H. Third Vice President Director of Education

1. The chairs under the director of education shall be college and career fair, parent education, unit and council scholarships, Shery High School liaison, training workshops, and DELMAC (District English Language Multicultural Advisory Committee).

I. Fourth Vice President Director of Community Services

1. The chairs under the director of community services shall be council bike rodeo including bike rodeo equipment, environment, and safety (includes fire prevention). The liaisons under the director of community services shall be Torrance Education Foundation liaison, Adventures in Art liaison, School Board Liaison. TCPTA Specialists for Project HOPE and BOSS.
2. Confirm district bike rodeo winners with the Torrance Fire Department at the Council Bike Rodeo event. The names and schools of the winners will be given to the invitations/reservations chair who will forward them to the unit presidents. The unit presidents will invite the winners to the Spring association meeting.

J. Fifth Vice President Director of Health or designee

1. The chairs under the director of health shall be Red Ribbon Week and health events.
2. Identify a health project(s) for council support.
3. Assist with the district health fair.

K. Sixth Vice President Director of Hospitality

1. The chairs under the director of hospitality shall be holiday luncheon, in/out president luncheon, leadership training hospitality, October council association meeting, February council association meeting, Spring council association meeting (Spring Brunch), and invitations/reservations.
2. Within the limits of the budget, the host PTA unit(s) for each month's executive board meeting shall be reimbursed up to the budgeted amount for hospitality expenses, and up to the budgeted amount for October and February council association meetings.
3. Within the limits of the budget, the director of hospitality shall be reimbursed up to the budgeted amount for hospitality expenses for each monthly meeting of the board of directors.

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#### L. Seventh Vice President Director of Communications

1. The chairs under the director of communications shall be exhibits, webmaster, community certificate coordinator and association meeting program brochures.
2. Oversee social media accounts and calendar
3. Maintain all social media passwords and pass them on to the next VP

#### M. Eighth Vice President Director of Advocacy and Legislation

1. The chairs under the director of advocacy and legislation shall be Sacramento Safari.
2. Within the limits of the budget, the director of advocacy and legislation, or an approved alternate, shall attend Sacramento Safari.
3. Within the limits of the budget, the director of advocacy and legislation shall be eligible to attend the district and state legislation conferences.
4. Encourage units to appoint a legislative chair.
5. Monitor legislation and legislative actions that are pertinent to the mission, purposes, and goals of PTA, and distribute the information to the Torrance Council executive board.
6. Monitor advocacy oriented communications and resources sent by Thirty-Third District, California State, and National PTAs.
7. Seek Torrance Council endorsement for resolutions and child advocacy activities within our council.
8. Represent the Torrance Council on the TUSD Legislative Action Committee and share information with the executive board.
9. Enlist involvement and assistance with advocacy from parents and community volunteers, within PTA membership and larger Torrance community.
10. Contact the League of Women Voters about upcoming elections and candidate forums. Assist with jointly sponsored voter information events.

#### N. Ninth Vice President Director of Budget and Finance

1. Assist the treasurer in preparing the budget.
2. Present the budget to the Torrance Council association for adoption.
3. Forward two copies of the adopted budget to Thirty-Third District PTA.
4. Prepare a written budget report for every meeting of the Torrance Council board of directors, executive board, and association meetings.
5. Prepare and present a written midyear budget revision in January.
6. Prepare all authorizations for payment as required by the executive board or association.
7. Keep a record of all authorizations for payment.
8. Receive and review unit budgets as forwarded to the council by the units in the council and forward to Thirty-Third District PTA.

#### O. Recording Secretary

1. Bind the minutes for all Board of Directors, Executive Board, and Association meetings from July 1- June 30 and store them with TCPTA permanent records.

2. Prepare June executive board minutes for presentation to the executive board in September. Prepare Spring Brunch association minutes for presentation to the association in October.

P. Corresponding Secretary

1. Send notices of meetings to the board of directors, executive board, chairmen, and association. Meeting notices to the board of directors meetings and executive board meetings are to be distributed a minimum of five days prior to the meeting.
2. Collaborate with the president to create and distribute checklists detailing forms, payments, and other information that unit presidents will need to prepare for meetings. Checklists are to be sent out a minimum of five days prior to the meeting.
3. Read correspondence at board of directors, executive board and association meetings, as requested by the president.
4. Write letters or other correspondence on behalf of the Torrance Council as requested by the Torrance Council president.
5. Maintain a file of all letters received and copies of letters written.
6. Prepare meeting slides for board of directors to update for Board of Directors, Executive Board, and Association meetings
7. Create and maintain files folders for each meeting in a shared drive.

Q. Financial Officers

1. The financial officers of the council are treasurer, financial secretary, director of budget and finance, and auditor.
2. Prepare June financial reports for presentation to the executive board in September.
3. The financial officers of the council cannot serve concurrently in the same financial office at a unit.
4. The financial secretary shall be appointed the bank reconciliation reviewer and ratified by the Association in June for the next fiscal year (per Article IX, Section 2.h).

R. Treasurer

1. Shall collect and forward unit tax returns, charitable trust forms, raffle approvals, and Statement of Information forms (incorporated units) to Thirty-Third District.
2. File the council taxes and charitable trust forms for the tax period that ended during term of office.
3. File annual raffle application and report as mandated by the California Attorney General.
4. Schedule appointment with the bank to change check signers in July.

S. Financial Secretary

1. Maintain supplies such as but not limited to unit treasurer books, payment authorization forms, and cash verification forms. Offer such items for sale at a minimal cost to be determined by the executive board.
2. Collect, deposit and record payments from units and others, as well as managing electronic deposits and transfers.

3. Monitor and report memberships.
4. Review the bank reconciliation report monthly.

#### T. Auditor

1. Audit the books upon the resignation of any financial officer or check signer. (see Bylaws, Article IX, Section 2.f)
2. Receive and review the audits as forwarded to the council by the units in the council.
3. Forward all unit and council audits to Thirty-Third District PTA

#### U. Historian

1. Chair the honor roll committee and present the honor roll to the board of directors for approval prior to publication of the council directory.
2. Solicit input from the board of directors and provide periodic reports to the unit presidents with honor roll status.
3. Prepare an honor roll presentation for the Spring council association meeting.

#### V. Parliamentarian

1. Facilitate the formation of the nominating committee at the September executive board meeting and the election of the nominating committee at the October association meeting pursuant to Bylaws Article VI, sections 4 and 5.
2. Maintain bylaws, articles of incorporation, and charters for each unit in the parliamentarian files.
3. Remind units of bylaw renewal dates and assist with revisions in CAPTA ebylaws as needed. Submit revised bylaws, council and unit, at least every 5 years, to Thirty-Third District parliamentarian for submission to CAPTA for approval.
4. Collect and maintain signature pages for adopted unit bylaws and return copies to Thirty-Third District.

#### W. Advisors

1. At the president's discretion, the immediate past president of Torrance Council shall be eligible to serve as an advisor to both the board of directors and the executive board.
2. The superintendent of Torrance Unified School District shall serve as an advisor to the board of directors and shall be entitled to all rights and privileges of membership.

### **Section 3: Budget and Finance**

- A. Any receipt for reimbursement must be submitted within 60 days of the expensed event, and the check issued be cashed within 90 days of receiving the check. Because the National PTA Convention takes place in June, receipts for reimbursement must be submitted within 90 days, and the check issued be cashed within 90 days of being received.
- B. The budget committee, chaired by the treasurer, shall consist of no less than the incoming treasurer, incoming director of budget and finance, and incoming council president. No later than the month of April, the treasurer-elect shall convene the budget meeting for the period of July 1 - June 30. The director of budget and finance shall present a provisional budget at the Spring association meeting, and a final budget at the October council association meeting.