

Rosters are Important

and due on May 1

Your Roster is one of the most important documents for your PTA. Is it the list of Elected Officers and appointed Committee Members.

Your officers are the official representatives of your Business – your PTA. The President, Secretary and Treasurer are on record with the State of California for this year as the official officers of this Business. The Executive Board is accountable for taking care of all official and un-official business, taking minutes at all meetings, for reviewing the finances of the unit, for filing taxes and for notifying the San Diego Unified Council of PTAs about any changes that occur during the year.

The roster needs to be filed each year with the Council PTA, who in turn sends the roster up **through channels,** so that each level of PTA knows who are the officers of each unit and can contact them if needed. The California State PTA makes sure that the President, Treasurer and Secretary are on file with the State of California Department of Justice, Office of the Attorney General as the legal officers of your PTA which is a Non-Profit, 501(c)3 or in other words a Charity.

The PTA as a Non-Profit cannot exist without the 3 main officers: President, Secretary and Treasurer. If you have a vacancy of one of these 3 members, the remaining board members need to fill the vacancy in order to continue to be In Good Standing.

HELP!! Our President/Treasurer/Secretary Just Quit!

At one time or another every PTA runs into this problem. So what do you do?

If your secretary is missing, appoint someone as Secretary Pro Tem to take the minutes until your find a replacement.

If you president is missing the Executive VP or you first VP is supposed to keep calling the meetings and running them until the president is replaced – hopefully within a month.

If your treasurer is the missing key, this can be more of problem since the treasurer is usually on top of keeping the budget up to date and reconciling the bank account. Ask is someone who is already on the board is willing to take this position over.

If any bank signers resign then the auditor is supposed to audit the books from the time of the last audit until the resignation. Your unit would have an extra audit that year.

Look within your board for a replacement to the main positions, because the Secretary is really more important to fill than any Vice President position even if Vice President sounds more prestigious.

Send notice to the Council PTA when someone leaves or enters as an Executive Board member. And we at the council will provide training for any of your new officers.

Make sure members of your board share information so that you can all keep in contact.

Rosters are Due May 1 and a Unit is considered Not in Good Standing after May 31.

After the election, fill out the roster attached with all the information that you can obtain and send it in the school mail to the

**San Diego Unified Council of PTAs
2375 Congress Street Bungalow 7
San Diego, CA 92110**

Roster of Officers for Year 20__ - __

President Name: Addr:	Phone: Alt Phone: Email:
Recording Secretary Name: Addr:	Phone: Alt Phone: Email:
Treasurer: Name: Addr:	Phone: Alt Phone: Email:
Auditor Name:	Phone: Alt Phone: Email:
Historian Name:	Phone: Alt Phone: Email:
Parliamentarian Name:	Phone: Alt Phone: Email:
Corresponding Secretary Name:	Phone: Alt Phone: Email:
Financial Secretary Name:	Phone: Alt Phone: Email:
1st Vice Pres of: Name:	Phone: Alt Phone: Email:
2nd Vice Pres of: Name:	Phone: Alt Phone: Email:
3rd Vice Pres of: Name:	Phone: Alt Phone: Email:
4th Vice Pres of: Name:	Phone: Alt Phone: Email: