



ARCHANGEL GABRIEL
CATHOLIC SCHOOL

ARCHANGEL GABRIEL SCHOOL PTG BOARD/OFFICER INFORMATION

The **President** shall preside at all meetings of the association and of the Executive Board. He/she shall perform all the duties pertaining to the office, work with the administration to resolve concerns, shall appoint special committees, shall be an ex-officio member of all committees, and shall receive notices of all meetings. He/She will have authority to sign checks along with the Treasurer.

The **Vice- President** perform the duties of the President in his/her absence. The President's duties that the Vice-President may be responsible for are including but not limited to: presiding at all meetings of the association and of the Executive Board; and he/she shall perform all the duties pertaining to the office, work with the administration to resolve concerns, shall appoint special committees, shall be an ex-officio member of all committees, and shall receive notices of all meetings.

The **Secretary** shall record attendance at the PTG meetings, send out all notices, take, record, and read on call minutes of all meetings, including Executive Board meetings. The original copy of the minutes will be retained by the Secretary for PTG records with a copy posted on the Internet and available within the school office for review. He/She shall also handle correspondence as required by the Executive Board.

The **Treasurer** shall receive all dues and other monies, and shall make disbursements only as directed by the Executive Board and countersigned by the Pastor and/or Principal. A verbal financial report should be given by the Treasurer at each general meeting, in addition to a written annual report due by July 1st. This written report shall be examined and certified by an auditing committee of three members of the association.

A **Member at Large** serves on the board but does not hold an executive position. Members at Large are elected and have voting rights. A Member at Large attends Board Meetings and General Meetings, and shares ideas, guidance, and expertise on all topics discussed. Multiple Members at Large are needed.