



## **Bylaws of St. Brigid/Our Lady of Hope Regional School Parent's Association Article VI – Duties of the Officers**

### **The President shall:**

- Presides at all meetings of the Parent's Association and attend, as a non-voting member, the meetings of the School Board and shall be a member ex officio of all committees.
- Present a written agenda (Order of Business) at each monthly meeting of the Association.
- Coordinate the work of the officers and committee chairs of the Association.
- Act as a parent representative, in liaison with the Officers, to the Principal and the School Board.
- Represent the parents or appoint the Vice President or other Executive Board member to attend meetings or school functions as his/her representative.
- Prepare correspondence or direct correspondence to be prepared by the Secretary. Any correspondence written on Parent's Association letterhead shall be reviewed by the President before circulation.
- Appoint or sanction the appointment of a Parent's Association fundraising committee chairperson or any committee created by the Parent's Association.
- Cast the deciding vote in the event of a tie-breaker among the other officers.
- Perform such other duties as may be delegated or described by the Bylaws of the Parent's Association.

### **The Vice President shall:**

- Attend all Executive Board and General Membership Meetings.
- Act as an aide to the President.
- In the absence of the President, assume the duties of the President of the Association with all rights and privileges.
- Perform such other duties as may be delegated or described by the Bylaws of the Parent's Association.

### **The Secretary shall:**

- Call the meeting of the Parent's Association Executive Board to order in the absence of the President or Vice President.
- Record the minutes of the monthly Association Executive Board and read or present typed minutes for approval by the Board at the next meeting.
- Post the approved minutes on the Association bulletin board or in another designated public place.
- File all records within the school, including a current copy of the Bylaws and current membership list, which includes names, addresses and phone numbers.
- Notify, in a timely manner, each committee chairperson and teacher representative of the date and time of the upcoming monthly Association Board meeting.
- Respond to correspondence delegated to him/her.
- Collect Association mail and distribute as necessary.
- Perform such other duties as may be delegated or described by the Bylaws of the Parent's Association.