

A. President

1. Preside at all meetings of the Association and the Executive Board in its capacity as an Executive Board member;
2. Be an ex-officio member of all committees, appoint the Chairpersons to all committees and attend such committee meetings as possible with the exception of the nominating committee;
3. Attend Philadelphia Home and School Council meetings when possible or appoint an alternative;
4. Shall keep the school Principal informed of all Association business;
5. Approve checks with the treasurer and co-sign checks written for all approved expenditures where necessary;
6. Represent the Association at meetings of other organizations;
7. Coordinate the work of officers and committee Chairpersons; and
8. Delegate to other officers and committee Chairpersons fulfillment of such duties and invitation as come within the scope of their assignments.

B. Vice-President

1. Preside at meetings in the absence of the President in its capacity as an Executive Board member as applicable;
2. Assist the President with matters affecting the Association;
3. In the event the President is unable to carry out the duties of the office, the Vice President shall assume the duties and responsibilities of the President;
4. Act as Chairpersons of committees as designated by the President and report highlights at the Executive Board and general membership meetings;
5. Represent the Association at meetings of other organizations at the request of the President and report highlights at the Executive Board and general membership meetings;
6. Promote the policies and work of the Association to develop good public relations; and
7. Assume responsibility for such duties as the President may request.

C. Secretary

1. Take attendance at all meetings;
2. Take correct minutes at all meetings;
3. Conduct other such correspondence as directed by the Executive Board; and
4. Oversee preparation and circulation of official correspondence between the Executive Board and the Members.

D. Treasurer

1. Have charge of all funds pertaining to the Association;
2. Receive all monies and expend such monies on request of the President or vote of the Executive Board as applicable;
3. Keep accurate records of all receipts and expenditures;
4. Present a report of finances at each general membership and Executive Board meeting and provide the Secretary a copy of such report; and
5. Approve all checks with the President and co-sign checks, with the President (when applicable), for all approved expenditures; and
6. Keep records in such order that they may be audited at the end of the year.