

Sachem SEPTA - Overview of Executive Officers' Duties

President:

- Have general charge and supervision of the business and affairs of SEPTA.
- Sign and execute all contracts, agreements or other obligations in the name of SEPTA.
- When present, preside at all meetings of SEPTA, the Executive Board and Executive Committee.
- Be a member ex officio of all committees except of the Nominating Committee or the Audit Committee.
- In cooperation with Executive Committee, appoint committee chairmen including all special committee chairmen.
- Coordinate the work of the officers and committees of SEPTA.
- Keep a current copy of the SEPTA's state-approved bylaws.

Vice President:

- Act as aide to the President.
- Perform the duties of the President in the absence or inability of that officer to act. In order to perform the duties of the President, a person must be at least 18 years of age.

Treasurer:

- Keep a full and accurate account of financial books, receipts and expenditures of SEPTA.
- Serve as chair of the Budget Committee to prepare a budget for submission to the Executive Board for review and to SEPTA for adoption.
- Present a financial report at every SEPTA meeting and at other times when requested by the Executive Board.
- Prepare monthly reconciliation reports.
- File all forms required by Internal Revenue Service and New York State tax agencies.
- Pay the National PTA and the New York State PTA portions of the dues to the New York State PTA.
- Submit all financial records in accordance with Article XII, Section 8 to the Audit Committee or a professional auditor at least two weeks prior to date audit report is due.

Recording Secretary:

- Record and maintain a permanent file of the minutes of all SEPTA meetings, Executive Board and the Executive Committee.
- Send the names and addresses of the elected officers to Suffolk Region PTA.
- Maintain a permanent file of SEPTA committee reports, membership lists and records.
- Keep a current copy of SEPTA's state-approved bylaws.

Corresponding Secretary:

- Conduct the correspondence of SEPTA under the direction of the President.
- Maintain a file of all correspondence pertaining to the work of SEPTA.
- Send SEPTA notices of meetings and events as required.