

### **DUTIES OF VICE-PRESIDENT:**

He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of incorporation of this club, or by these bylaws, or which may be prescribed from time to time by the Executive Board.

The Vice-President shall:

1. In the absence of the President, or in the event of his or her inability or refusal to act, and when so performing all the duties of the President shall have all the powers of, and be subject to all the restrictions of, the President.
2. Keep and maintain a binder of records for the PFC of all functions, projects, activities and committees to include detailed information for future reference.
3. Oversee committees appointed by the President or Executive Board.
4. Serve as a co-signatory on all PFC accounts.
5. Oversee all fundraising events.
6. Coordinate parent participation for school activities and events sponsored by the PFC.

### **DUTIES OF TREASURER:**

He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of incorporation of this club, or by these bylaws, or which may be prescribed from time to time by the Executive Board.

Subject to provisions of these Bylaws the Treasurer shall:

1. Have charge and custody of, and be responsible for, all funds and securities of the club, and deposit all such funds in the name of the club in such banks or other depositories, as shall be selected by the Executive Board.
2. Manage income and disbursements on all PFC accounts, while maintaining complete and accurate records.
3. Serve as bookkeeper for all accounts reconcile bank statements on all accounts; maintain accurate and correct financial records for the general account.
4. Prepare and certify a dated financial statement to be orally presented and included in the minutes of the regular club meetings and file said report with the secretary at the said meetings.
5. Prepare a complete and accurate fiscal year- end report recounting all transactions of all PFC accounts pursuant to all Federal and State Tax laws.
6. File all necessary paperwork annually with the State Franchise Tax Board or Internal Revenue Department in regards to the PFC non-profit, tax exception status. This may be accomplished by the use of a professional accountant with the assistance of the Treasurer.
7. Receive, and give receipt for, monies due and payable to the club from any source whatsoever with the depositing of such funds in a timely manner.
8. Disburse, or cause to be disbursed, the funds of the club as may be directed by the Executive Board.
9. Be custodian of the books of account and financial records and exhibit at all reasonable times to any member of the club, or to his or her agent or attorney, on request therefore.
10. Render to the President and/or Executive Board, whenever requested, an account of any or all of his her transactions as Treasurer and of the financial conditions of the club.
11. Be present at any PFC event where money is being handled.
12. Serve as primary signatory on all PFC accounts.
13. Audit the financial books and records of the organization 2 times a year, or as requested by the President.