



PVA Executive Officer Descriptions

**Pursuant to the PVA Handbook of the
Parent Volunteer Association
of North Raleigh Christian Academy**

Available Executive Officer Positions:

President
Vice President/Elementary
Vice President/Middle/High School
Secretary
Treasurer

Officer Appointment/Eligibility:

The PVA Executive Officers shall serve a one year term. The term of office shall be from July 1 to June 30. A person shall be eligible to serve up to two consecutive terms in the same office. During time of service, an Officer may not serve as a committee chair and/or grade level coordinator. The PVA Executive Committee shall review the names received and submit the list to the Superintendent for approval and/or additional recommendations. The PVA Executive Committee will vote on the nominees and extend an invitation to serve.

In order to be eligible for nomination, a person shall be:

- The membership of this association shall include all parents and/or legal guardians having children in North Raleigh Christian Academy
- a member who demonstrates qualities of spiritual maturity
- a member who demonstrates a concern for the success of the Parent Volunteer Association at NRCA
- a member who is in agreement with and support of the philosophy, doctrine, and administrative structure of the school
- a member who has given their consent and desire to serve if an invitation is extended
- a member who has actively served in a volunteer capacity for at least one year. This includes, but is not limited to, serving as a room parent, grade level coordinator, committee chair, and /or volunteer on one or more committees (**A few examples of "volunteer capacity" are: a.m. duty, lunch orders, lunch duty, etc.**)

Officer Descriptions:

President

The President shall:

- a. Preside over all PVA meetings and conduct the affairs of the PVA and the Executive Committee in a manner consistent with the authority and responsibility pertaining to this office.
- b. Serve as the PVA liaison to the general membership for the Parent and Alumni Services Director and the Superintendent.
- c. The President shall be responsible for providing an annual report at the PVA Spring Meeting (see Article XII, section 1) on the affairs, accomplishments and financial standing of the PVA to the general membership, Superintendent, and the Parent and Alumni Services Director.
- d. Schedule, give notice, prepare agenda and preside over all PVA general meetings, Executive Officers' meetings, and Executive Committee meetings.
- e. Oversee the officers and their responsibilities.
- f. Sign the new bank signature card on July 1, or on the closest business date to July 1, at NRCA's chosen financial institution upon receiving notification by the Treasurer, as stated in Article VII, Section 4.c.
- g. Oversee committees indicated in the attached organizational chart, (See Attachment I), by making contact at the beginning of the year with the appropriate committee chairs, introducing yourself and informing them you are the contact person for their committee.
- h. Appoint a financial review committee each spring as stated in Article XIII, Section 2.

Vice President (Vice President for Elementary and Vice President for Middle/High)

The Vice President (Elementary and Middle/High) shall:

- a. Preside at all meetings in the absence of the President and assume duties delegated by the President.
- b. Sign the new bank signature card on July 1, or on the closest business date to July 1, at NRCA's chosen financial institution upon receiving notification by the Treasurer, as stated in Article VII, Section 4.c.
- c. Oversee committees indicated in the attached organizational chart, (See Attachment I), by making contact at the beginning of the year with the appropriate committee chairs, introducing yourself and informing them you are the contact person for their committee.

Secretary

The Secretary shall:

- a. Record accurate minutes of the PVA general meetings, Executive Committee meetings, or other PVA meetings as requested. The Secretary is responsible for obtaining minutes and charged with retaining all recorded minutes for permanent retention. Copies of the minutes shall be submitted to the Parent and Alumni Services Director. Copies of the Executive Committee meetings shall be submitted to NRCA's Business Manager at close of the school year for auditing purposes. The minutes shall be open to public review by the general membership.
- b. Keep a current copy of the PVA Handbook for reference and present annually for amendment.
- c. Sign the new bank signature card on July 1, or on the closest business date to July 1, at NRCA's chosen financial institution upon receiving notification by the Treasurer, as stated in Article VII, Section 4.c.
- d. Oversee committees indicated in the attached organizational chart, (See Attachment I), by making contact at the beginning of the year with the appropriate committee chairs, introducing yourself and informing them you are the contact person for their committee.

Treasurer

The Treasurer shall:

- a. Maintain all association financial records and ensure integrity of the accounting systems through an annual financial review committee each spring as stated in Article XIII, Section 2.
- b. Receive all the monies of the association keeping an accurate record of all receipts, expenditures, returned checks, and authorizing payment of funds only as approved by the Executive Officers and in cooperation with the financial guidelines provided by NRCA's Business Manager. All returned checks received by the association will result in a returned check charge that is consistent with the financial guidelines provided by NRCA's Business Manager and/or Administration.
- c. Initiate the change for the bank signature card for the new school fiscal year by taking the in-coming Officers letter to NRCA's chosen financial institution before July 1. The Parent and Alumni Services Director will provide the letter to the Treasurer on NRCA stationery. The treasurer will notify the in-coming Executive Officers when the bank signature card is ready to be signed on July 1, or on the closest business date to July 1.
- d. Prepare and present a financial report at each meeting of the Executive Committee and at other times when requested. A monthly and annual financial report shall be provided to the Business Manager and Parent and Alumni Services Director.
- e. Oversee the committees indicated in the attached organizational chart, (See Attachment I), by making contact at the beginning of the year with the appropriate committee chairs, introducing yourself and informing them you are the contact person for their committee.

Attachment I

PVA Organizational Chart

