

DAVID LUBIN ELEMENTARY

PARENT TEACHER GROUP

Executive Board Job Description

Role: Treasurer

Job Description:

Per By Laws:

- Receive/Deposit monies,
- Keep accurate record of receipts/expenditures,
- Pay funds in accordance with approval of the Board,
- Present financial statement at every Executive meeting,
- Make available year-end report at the end of the school year, and
- File or cause to be filed all tax and corporation forms, as required by state/federal law.

Other Duties Generally Performed:

- Attend General and Executive Membership meetings (must attend at least 50% of the meetings to be eligible for re-election), and
- Support as many PTG events as possible.

Time Commitment:

- 10 to 15 hours per month



3535 M Street
Sacramento, CA 95816
916-277-6271

@davidlubinptg
lubinPTG@gmail.com
www.davidlubinPTG.org

Nonprofit Tax ID # 94-2848564