**Bellevue Mandarin Dual-Language PTSA Executive Officer Duties**

**贝尔优中英双语教学家长教师协会行政委员职责**

EXECUTIVE COMMITTEE 行政委员会

The executive committee is elected by the general membership and is responsible for the operations of the Bellevue Mandarin Dual-Language Parent Teacher Student Association under the bylaws of the WSPTA and the BMDL-PTSA standing rules. The WSPTA requires elected members to attend leadership training classes in order for the local unit to remain in good standing.

家长教师协会行政委员会是以华盛顿州家长教师协会法规及贝尔优中英双语教学家长教师协会准则的引导下选举产生的. 华盛顿州家长教师协会要求所有会员参加本地区的区域性管理培训,以便与州协会保持共识.

The Executive Committee consists of: 行政委员会成员包含:

* President 董事长
* Vice President 副董事
* Secretary 秘书长
* Treasurer 财务总监

See [WSPTA LEADERSHIP](http://www.wastatepta.org/leadership/leadership_packet/packet_index.html) for more executive committee and leadership info.

关于更多行政委员会和管理工作详细信息请参考华盛顿州家长教师协会网站的资料. [WSPTA LEADERSHIP](http://www.wastatepta.org/leadership/leadership_packet/packet_index.html)

PRESIDENT-董事长

The president is responsible for the operations of the BMDL-PTSA in accordance with the WSPTA Uniform Bylaws and the BMDL-PTSA Standing Rules. The president presides over all executive, board of director and general BMDL-PTSA meetings. The president prepares the agenda for meetings, with input from others.

董事长要负责掌控贝尔优中英双语教学家长教师协会按照华盛顿州家长教师协会统一标准法规和现行贝尔优中英双语教学家长教师协会的制度来运行. 董事长须监督所有行政委员和家长教师协会的会务, 归纳各方面的提议,准备工作会议纪要.

Other responsibilities include: 其它职责包含:

* Reaching out to involve all parents in BMDL-PTSA.
* 与协会的每一个家长联络互动
* Filling vacancies on the Board and in other volunteer positions, with input from Executive Committee.
* 和行政委员会的成员一并争取提选行政委员的空缺.
* Ensuring good communication throughout BMDL-PTSA.
* 与协会内部及其他家长进行全方位的沟通交流.
* Meeting regularly, and work closely, with Jing Mei principal.
* 与景美小学的校长建立紧密联系与合作关系.
* Communicating with, supporting, and empowering BMDL-PTSA volunteers.
* 与所有贝尔优中英双语教学家长教师协会的义工保持持续的沟通,给于支持和援助.
* Being an ex-officio member of all committees except the nominating committee.
* 与选举委员会会以外的其他行政会员建立互动互助关系.
* Serving as BMDL-PTSA spokesperson.
* 成为贝尔优中英双语教学家长教师协会的代言人.
* Ensuring that BMDL-PTSA books are audited mid-year and at year-end.
* 协助贝尔优中英双语教学家长教师协会的财务处的年中及年底的两次审计工作.

See the [WSPTA PRESIDENT’S GUIDE](http://www.wastatepta.org/leadership/leadership_packet/leadership_packet_13/President's_Guide_2013-14.pdf) for more information.

工作详细信息请参考华盛顿州家长教师协会网站的资料.

VICE PRESIDENT 副董事长

The vice president shall perform the duties of the president in the absence or inability of that officer to serve, and shall assist the president when called upon. In the case of a vacancy in the office of president, the first vice president or vice presidents in their order shall temporarily assume the duties until the vacancy is filled.

副董事须在董事长缺席或无法履行义务时,负担并执行董事长的职责和公务, 协助董事长执行业务. 在董事长职位空缺及聘用到位前, 首席副董事及其它副董事应该依次承担起董事长责任,

Other responsibilities are specific and adaptable to BMDL-PTSA, and may include helping with some of the president’s responsibilities.

根据贝尔优中英双语教学家长教师协会的具体需求, 副董事长的职责会包含辅助,共同承担董事长的部分义务.

See the [WSPTA PRESIDENT’S GUIDE](http://www.wastatepta.org/leadership/leadership_packet/leadership_packet_13/President's_Guide_2013-14.pdf) for more information.

工作详细信息请参考华盛顿州家长教师协会网站的资料.

SECRETARY 秘书长

The secretary shall take notes for all PTSA meetings (about one to two meetings per month):

秘书长应该在所有长教师协会做笔录, 每月2-3次会议.

* General Membership Meetings 协会成员大会
* Board of Directors 执行委员会
* Executive Committee 行政委员会

Other responsibilities include: 其它职责包含:

* Keeping accurate records of all meetings.
* 详细记录会议资料及细节
* Notifying the president of any unfinished business.
* 告知董事长尚待解决的议项
* Being responsible for correspondence as designated by the president.
* 执行董事长分派的业务
* Keeping a complete roster of the membership of all standing and special committees.
* 持续更新所有会员的会籍和其它委员长的成员名单
* Performing such other duties as provided for in the WSPTA Uniform Bylaws or standing rules.
* 按照华盛顿州家长教师协会的规章制度来履行义务
* Maintaining a complete roster of all members.
* 持续更新所有会员的成员名单

See the [WSPTA SECRETARY’S GUIDE](http://www.wastatepta.org/leadership/leadership_packet/leadership_packet_13/Secretary_2013-14.pdf) for more information.

工作详细信息请参考华盛顿州家长教师协会网站的资料.

TREASURER财务总监

The Treasurer collects and deposits all monies raised by the BMDL-PTSA, and disburses the same according to the approved yearly budget approved by the Board of Directors. The Treasurer takes any non-approved reimbursement requests to the Executive Committee, Board of Directors, or General Assembly, as outlined in the Standing Rules.

财务总监收集并兑存所有贝尔优中英双语教学家长教师协会收到的募捐现金和支票,并根据执行委员会批准的年度预算来发放款项. 财务总监需按照惯例将所有未经批准的兑现要求提交给行政委员会,执行委员会,或是会员大会商议.

The Treasurer sits on the Executive Committee and Board of Directors and reports at each meeting. He/she is responsible for presenting any requested modifications to the approved yearly budget and updating approved changes, according to the WSPTA Uniform Bylaws.

财务总监需参加行政委员会和执行委员会, 并提交相关报告.以华盛顿州家长教师协会的规章制度为依据, 他(或是她)负责修改和更新所有贝尔优中英双语教学家长教师协会批准的修改草案和议项.

The Treasurer balances all bank accounts monthly, and submits duplicate bank statements to a non-signor on the Executive Committee for review and approval.

财务总监每月需要进行帐目审计, 并将银行帐户的名细单提交给行政委员会批准.

The treasurer shall: 财务总监职责：

* Serve as chair of the budget committee; present the budget to the membership; keep accurate records at all times; receive, issue receipts, and deposit promptly in an authorized account all monies and disburse same according to the approved yearly budget;
* 负责预算委员会, 给会员提交年度预算;准确记录并保管所有单据和凭证,接收并出具花销凭证及月度，季度，年度报告。
* Present a written financial report every month and at such other times as required by the co-presidents; provide all financial records if requested by the president or board of directors members; and close the books on June 30 and submit the books and records for financial review;
* 起草每月财务报告；提供财政花销记录以供董事会成员审计及会员会议使用；须在6月30日前提交财务收支记录以供财务审计，制定下年度财务预算。
* Perform such other duties as may be provided for in the standing rules; and
* 依据董事会及协会规章履行其它财政方面义务；
* Keep a record of membership service fees, transmitting same accompanied by membership lists bearing the names and addresses of members to the council treasurer. Local units not affiliated with a council shall transmit same to the WSPTA Office. A duplicate membership list shall be provided to the local unit secretary.
* 持续维持会员名单，包括姓名及住址与会员费记录准确。及时跟本区域组委会上报更正会员名单，或州级家长教师协会办公室。复制一份会员名单上交本区域组委会秘书长。

See [WSPTA MONEY MATTERS](http://www.wastatepta.org/leadership/leadership_packet/leadership_packet_13/Money_Matters_2013-14.pdf) for more information.

其它工作详细信息请参考华盛顿州家长教师协会网站的资料.