



PPT Board Roles & Responsibilities



Mission:

Promote PT (Penn-Trafford), DBA Protect PT is a nonprofit organization dedicated to ensuring residents' safety, security, and quality of life by engaging in education and advocacy to protect the economic, environmental, and legal rights of the people in Westmoreland and Allegheny counties to promote a more viable and communal future.

Officers:

Chair shall be the liaison with the preside at all meetings of the Board. He/she shall decide all questions of order, and have all powers and perform such other duties as are incumbent upon his/her office.

Vice-Chair / Chair-Elect shall attend all meetings as a voting member and shall assist the President and Ex-Officio Executive Director in the organization Chair-Elect may be assigned such other responsibilities as will prepare them for assuming the duties of Chair.

Treasurer shall be responsible for the receipt and disbursement of all monies of PPT Inc. The Treasurer will ensure that a true and accurate record of all receipts and disbursements of funds of PPT Inc be kept and that financial reports, income, and balance statements, be prepared and reported at each business meeting of the Board.

Secretary shall record, maintain, and distribute all minutes of meetings of the Board as appropriate and coordinate and oversee the maintenance of all official Board correspondence.

Board Members at Large all other members of the Board who vote on all matters with officers, volunteer for additional tasks and committees when needed.

Board Responsibilities - Duty of Care & Loyalty

Voting members of the Board shall act as trustees of the Corporation, to accept fiduciary responsibility for the organization, and to set policy. The Board acts in the name of Promote PT, Inc. to:

- Adopt and amend the goals of PPT, Inc. and develop policies to achieve these goals and objectives;
- Approve all official policies of PPT Inc, including, but not limited to, Legal, Finance, Fundraising, and Organizational Design;
- Approve all budgets and financial statements of PPT Inc;
- Adopt and amend the Bylaws of PPT Inc.
- Attend all board meetings (2 hours/ month) can be every other month;
- Study and understand issues in advance of meetings;
- Volunteer at times when needed and asked to do so and attend events Be the governing body of the organization and assist in carrying out the mission of the organization
- Recruit new members of the Board and the organization and be ambassadors of the organization
- Make a meaningful annual gift or in-kind contribution