



PTKC Board Handbook

(Board Orientation & Transition Guide) Draft 1

1. Purpose of the Board

The PTKC Board of Directors is responsible for providing leadership, oversight, and direction for the organization, ensuring that PTKC operates in alignment with its mission, purpose, and applicable legal requirements, including its 501(c)(3) status.

2. Board Structure

- Board members are elected by the membership at the Annual Meeting in October
- The Board reorganizes itself after the election
- The 4 Officers and the Director-at-Large are selected internally by the Board:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Director-at-Large

Officers serve at the direction of the Board and are accountable to it.

3. Core Responsibilities of the Board

Board members are expected to:

- Act in the best interests of PTKC and its members
- Ensure alignment with PTKC's mission and purpose
- Oversee financial health and sustainability
- Support events, programs, and member engagement
- Maintain transparency and accountability
- Ensure compliance with applicable laws and 501(c)(3) requirements

4. Officer Roles (Simple Overview)

President

- Leads Board meetings
- Provides overall direction and coordination
- Serves as primary spokesperson
- Ensures compliance with and enforces the Bylaws
- Appoint Committees

Vice President

- Supports the President
- Assists with coordination and operations
- Steps in when the President is unavailable

Secretary

- Records and maintains meeting minutes
- Manages official records and documents
- Handles Board communications

Treasurer

- Oversees finances and reporting
- Maintains financial records
- Ensures compliance with financial and tax requirements

Director-at-Large

- Represents the general membership on the Board
- Supports Board initiatives and special projects as assigned
- Assists officers and committees as needed

5. Board Meetings

- Held regularly (typically monthly)
- A quorum is required to conduct business (2/3)
- Board members are expected to attend and participate
- Conducted by Robert Rules

6. Committees

The Board may establish committees as needed.

Standing committees include:

- Finance Committee
- Events Committee
- Care Committee
- Welcoming Committee

Committees work and support the Board but do not replace its authority.

7. Financial Oversight

The Board is responsible for:

- Approving budgets
- Monitoring income and expenses
- Ensuring proper financial controls
- Maintaining records for compliance with 501(c)(3) requirements

Transparency and accuracy are essential.

8. Systems & Access (Critical)

All Board operations must be centralized and accessible:

- Google Drive (documents and records)
- Financial accounts (banking, reports)
- Website and Digital creation tools (e.g Canva...)
- Event platforms (e.g., RSVP systems such as Punchbowl...)

At least two Board members should have access to all key systems.

9. Code of Conduct

Board members are expected to:

- Act with integrity and professionalism
- Respect confidentiality when required
- Support Board decisions once made
- Avoid conflicts of interest

10. Transition Process

After Election:

- New Board members are confirmed
- Outgoing Board shares documents and access

Within 1–2 Weeks:

- Board holds an **Organization Meeting**
- Officers are selected internally

Transition Support:

- Outgoing Board members may assist temporarily as advisors (Not as decision makers)
- New officers receive guidance and materials

11. Key Documents (Must Be Maintained)

- Bylaws and Policies & Procedures
- Meeting minutes
- Financial reports
- Annual calendar of events
- Membership and communication records

12. Annual Cycle (Simple Overview)

- Monthly Board meetings
- Ongoing events and programming
- Annual Meeting (October)
- Financial review and reporting (in August/September and January/February)

13. Final Principle

PTKC is a volunteer-driven organization.

Strong leadership comes from collaboration, accountability, and a shared commitment to serving the membership.