

# **PTA President**

## **Job Description**

The President presides at all meetings and plans the meeting agenda ahead of time with the PTA secretary, utilizing input from others. The president must maintain impartiality when serving as the presiding officer at meetings and be knowledgeable of basic parliamentary procedure. The president should become familiar with the objects of PTA, the Washington State PTA Uniform Bylaws, and the unit or council standing rules and be aware of and utilize PTA resources from the council, State PTA, and National PTA.

The president has the responsibility of making appointments to positions and committees as designated in the local unit standing rules with the approval of the executive committee. The president should also make sure the names, addresses, email addresses and phone numbers of the newly-elected officers are entered via WSPTA's online membership enrollment program or sent to the State PTA office when they are elected in the spring. If there are any changes at anytime throughout the year, please send the changes to the WSPTA office as well.

It is important that the president delegate responsibility; empower others and appreciate their efforts. She/he should attend leadership training and education, and encourage other officers, chairs and members to attend. She/he should communicate regularly with officers and chairs and maintain visibility to the membership. The president makes sure that all officers, chairs, and committee members are current PTA members. The president serves as an ex-officio member of all committees except the nominating committee. She/he should participate in the planning and conducting of an orientation for the board of directors.

It is the responsibility of the president to assure that the unit participates in the election of the region director, and she/he should attend general council meetings with the other authorized delegates (if the PTA unit is a member of a council) as well as region trainings.

The president should have a positive relationship with the principal and staff and encourage PTA members to do the same. She/he should promote a positive image of PTA within the community.

The president should receive a duplicate copy of the bank statement. For bond insurance, the monthly bank statement must also be reviewed by someone who does not have authorization to sign checks.

It is important that the president is aware of required deadlines for: the payment of membership service fees, registration for workshops and conferences, application for awards, and submittals for recommendations — as well as annual corporation report, charitable solicitations registration, insurance renewal, and 990 filings.