

This is a general job description. Specific duties may vary from year to year.

President

The President of the PTSA is responsible for leading the PTSA toward specific goals chosen by its members.

The President is the presiding officer and official representative of the local unit.

The President plans the meeting agenda ahead of time, with input from others.

The President must maintain impartiality when serving as the presiding officer and be knowledgeable of basic parliamentary procedure, objectives of the PTSA, Washington State PTA uniform by-laws, unit standing rules, and be aware of and utilize PTA resources.

The President has the responsibility to appoint positions and committees, with the approval of the Executive Committee. It is important for the President to delegate responsibility, empower others and appreciate their efforts. The President should communicate regularly with officers, chairs and membership.

The President is responsible for overseeing and directing the membership chair.

It is the responsibility of the President to ensure the unit's participation in Council and State PTA elections.

The President should maintain and model positive relationships with the principal and staff.

The President needs to be aware of important deadlines, such as payment of membership service fees, registration for workshops and conferences, applications for awards and submittals for recommendations, as well as annual corporation reports, charitable solicitation registration and tax filings.

After election, but before taking office July 1

- ❖ If attending State PTA convention as a voting delegate, study materials in order to be a knowledgeable delegate.
- ❖ Request and review outgoing President's procedure book and all other material received from previous President.

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- ❖ Coordinate with Treasurer-elect to provide signature cards (for signing authority) for bank accounts. These accounts need to be updated with new officers after July 1.
- ❖ Submit all newly elected officers contact information to Council and State PTA office.
- ❖ Participate in planning and conducting an orientation (retreat) for the Executive Committee and Board of Directors.
- ❖ Establish performance objectives (mission and goals) with the Executive Committee and ensure that an annual evaluation is accomplished.
- ❖ Review past activities, prioritize projects, establish mission and set goals.
- ❖ Participate in preparation of proposed interim budget for presentation and approval by Executive Committee and General Membership.
- ❖ Become knowledgeable of basic parliamentary procedure and familiar with objectives of the PTSA, Washington State Uniform By-laws, and PTSA Standing Rules.
- ❖ Start recruiting chairs and committee members, striving for a balance of experienced members and new members, keeping in mind that all areas of the community should be represented. To prioritize, first select those whose work begins during summer or immediately upon return to school.
- ❖ Become familiar with the job descriptions of each chair position. Share job descriptions and materials with chairs and help facilitate transition from his or her predecessor.

During Term of Office

- ❖ Review Standing Rules with Board of Directors, and revise as necessary for presentation to General Membership and subsequent vote.
- ❖ Prepare master calendar of meetings that includes General Membership meetings, Board of Director Meetings and Executive Committee meetings, PTSA special events and President/Principal meetings.
- ❖ Serve as the official representative/spokesperson of the association.

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- ❖ Oversee and support Legislative Director.
- ❖ Appoint, with board approval, chairs and members of any board approved committee or task force.
- ❖ Serve as an ex-officio member of all committees except the Nominating Committee and Audit Committee (since the President is a signatory on the bank account).
- ❖ Lead and facilitate the vision of the Board of Directors, and coordinate the work of the officers and committees so that the objectives/goals can be promoted and achieved.
- ❖ Distribute and discuss materials sent from Washington State PTA with appropriate officers and chairs.
- ❖ All written materials produced by the PTSA must be cleared with the President and Principal before publishing. The President is responsible for the accuracy of the PTSA information and compliance with PTSA policies.
- ❖ Model and maintain positive relationship and regular communication with Principal and staff, and encourage the board, chairs and members to do the same.
- ❖ Clear all PTSA events/activities that may happen at school during school hours or interfere with school activities with the Principal.
- ❖ Communicate regularly with the Board of Directors, chairs, membership and greater community.
- ❖ Be aware of and utilize PTA resources and leadership trainings. Encourage others on the board and chairs to also use these resources and attend trainings.
- ❖ Review and sign all legal documents and contracts (President is one of the two signatures needed).
- ❖ Attend and be a voting delegate to the Council.
- ❖ Ensure that the association participates in the election of the PTA Region Director.

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- ❖ Receive and review a duplicate copy of the bank statement. For Bond Insurance, bank statements must also be reviewed regularly by someone without check-signing authority.
- ❖ Be aware of required deadlines: membership service fees, registration for workshops and conferences, applications for awards, and submittals for recommendation, the annual corporation report, charitable solicitations registration and tax filings.
- ❖ Ensure all officers, chairs and committee members are current PTSA members.
- ❖ Appoint Golden Acorn Committee.
- ❖ Appoint Audit Committee.
- ❖ Facilitate the resolution of issues.
- ❖ Delegate responsibility to and empower members of the Board of Directors.
- ❖ Build an effective team by creating a climate of support and mutual respect.
- ❖ Demonstrate and embody the values of local/state/national PTSA. Promote the PTSA's positive image within the community.
- ❖ Perform such other duties as may be prescribed in the by-laws or assigned by the PTSA, Board of Directors or the Executive Committee.

Preparation for Association Meetings

- ❖ Plan meeting agenda, with input from others, with the Secretary.
- ❖ Preside at all meetings of the association, including Executive Committee, Board of Directors and General Membership meetings.
- ❖ Maintain impartiality when serving as presiding officer at meetings.
- ❖ Assign responsibility to Executive Committee members to make arrangements with Hospitality Chair regarding refreshments.

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- ❖ Working with the Secretary, publish a tentative agenda before all General Membership and Board of Directors meetings via website, newsletter/eNews, and bulletin board.
- ❖ Make sure a revised budget is approved at the first General Membership meeting, before implementation of any fall fundraisers and programs.
- ❖ Elect the Nominating Committee at the appropriate General Membership meeting.
- ❖ Provide the required notice and elect new Officers at the appropriate General Membership Meeting.

End of Term

- ❖ Ensure that the Board of Directors conducts an annual evaluation of its mission and goals, and of its own performance.
- ❖ Submit all newly elected officers' contact information to Council and State PTA office.
- ❖ Facilitate the transition of (any) new board members at the end of the year. Encourage cooperation and sharing of materials and knowledge between outgoing and incoming board members.
- ❖ See that outstanding bills have been paid, projects completed and financial books are scheduled for audit. Be certain that all correspondence, including thank you notes and acknowledgments, have been sent.
- ❖ Acknowledge the Board of Directors.
- ❖ Continue responsibilities until new officers assume office.
- ❖ Stay involved and accessible, but not in charge.