

Jefferson PTA President Job Description

The president presides at all meetings and plans the meeting agenda with the PTA secretary, utilizing input from others.

The president must remain impartial when serving as the presiding officer at meetings.

A president should become familiar with:

- The vision, mission, and purposes of PTA
- WSPTA Uniform Bylaws
- WSPTA Standards of Affiliation agreement
- Local PTA and/or council standing rules
- Basic parliamentary procedure

With approval of the executive committee, the president makes one-year appointments to positions and committees as specified in the local PTA or council standing rules.

The president should make sure that officers' names and contact information are entered into WSPTA's membership enrollment database or sent to the WSPTA office when officers are elected in the spring.

Throughout the year, updates should be entered or sent to the WSPTA office whenever there is a change in officer positions or contact information.

Changes in elected officers also require that the PTA update its officer information with the Corporations Division of the Washington Secretary of State.

The president delegates responsibility and develops leaders by empowering others and acknowledging their efforts.

He or she should communicate regularly with officers and chairs and be available to members.

The president ensures 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. (Ex officio means "by virtue of one's status.") He or she should participate in planning and conducting an orientation for the board of directors.

The president works with the elected officers of the board of directors to establish a plan to ensure that during the PTA year (July 1– June 30), at least one elected officer attends PTA and the Law and the other elected officers attend at least one training as required in the WSPTA Standards of Affiliation agreement, to remain in good standing.

He or she must attend leadership training and education and encourage other officers and chairs to attend as well.

If the local PTA is a member of a council, the president should attend council meetings with the other authorized delegate(s).

It is the responsibility of the president to ensure that the local PTA participates in the business of WSPTA, including sending delegates to the annual meeting of WSPTA at the yearly convention.

The president should have a positive relationship with the principal and staff and should encourage PTA members to do the same.

He or she should promote a positive image of PTA within the community. Community PTAs (for example, a district-wide Special Needs PTA) Should connect with their school district administrators regarding goals, objectives, and resources.

To maintain the PTA's fidelity bond insurance, the president should establish a process to have the monthly bank statement reviewed, dated, and signed by a board member who is familiar with the operation of the PTA but who is not a signatory on the account. The original bank statement should be provided unopened directly to the reviewer.

The president must be aware of and communicate to the board all required deadlines for the payment of membership dues, registration for Washington State PTA workshops and conferences, submission of award applications, and filing of the PTA's annual corporation report, charitable solicitations registration, insurance renewal, and federal (IRS) informational returns.