## President

**Placement**

Slated by Nominating Committee

Elected by PTA Membership

**Roles up to**

PTA Association Membership

**Commitments**

* Officer, Executive Board
* Manager, Board of Directors

**Primary Responsibilities**

1. Leads the PTA membership and leadership
2. Tries to attend all PTA events in order to promote the organization and assist as needed with any last minute issues
3. Represents the PTA to the school staff and district staff
4. Plans and facilitates association meetings, workshops, and trainings
5. Works with the Principal in a variety of ways, including:
   * Plans the school year calendar
   * Plans the After School Programs and logistics (with the VP)
   * Plans PTA events (with the VP)
   * Plans the In School Programs (with the VP)
   * Handles situations that may arise
   * Discusses any facility issues
6. Oversees the Board of Directors, and as such
   * Plans the agenda and facilitates monthly board meetings (either in person or via conference call) 11 months out of the year (skipping July) to ensure the board stays on-strategy
   * Ensures all members of the Board of Directors submit a Year End Report and have a successful transition with the incoming team
   * Works with each position to ensure they are managing their team effectively and representing the PTA as role models
7. Serves as an officer on the Executive Board, therefore
   * Performs duties as may be prescribed in the bylaws and standing rules, or assigned by the association
   * Attends council, district, and state PTA meetings as appropriate
   * Safeguards the financial assets of the PTA by strictly adhering to PTA financial procedures as outlined in the bylaws and state and National PTA guidelines
   * Maintains a current procedure book with timeline and writes a comprehensive Year End Report to pass on to succeeding President
   * Protects members’ privacy by utilizing member information for PTA work only
   * Should become knowledgeable of the contents of the following resources:
     + *California State PTA Toolkit*
     + Unit, council, district, and state PTA bylaws
     + *Insurance and Loss Prevention Guide*
     + California State PTA website: www.capta.org
8. At least once per week, sign authorizations for payment (found in the Treasurer’s drawer in the PTA Nook)

**Time Commitment**

* This position requires approximately 5 hours per week
* This position requires attendance at all board and membership meetings
* August and September will be heavier months because of school getting started as well as the spring with the Walk-A-Thon & Auction plus wrap-up activities for the year

*Rev 1.18.17*