



## **PRESIDENT**

Beacon Hill PTA 6.15.42

The president is a member of the PTA board of directors and executive committee. This is an elected position, nominated and approved by simple majority vote at a general membership meeting in the spring. The term of this position is one year, beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year. A commitment of at least two terms is desirable, with the first year of the commitment being served as a PTA officer and/or chair to ensure continuity of knowledge and leadership. Ideally, the vice president can be groomed to take over the president's position.

### Duties and Responsibilities

- Attend and facilitate the board of directors, executive committee, and general membership meetings
- Develop meeting agendas in collaboration with the secretary and input from other board members; distribute agendas approximately one week in advance
- Support and engage members in PTA mission and vision
- Collaborate with subcommittees under the PTA's umbrella
- Sign approved letters, grants, checks, and/or other documents as required
- Serve as spokesperson for the local unit
- Make appointments to positions and committees as designated in the standing rules, with approval of the executive committee
- Be an ex-officio member of all committees except the nominating committee
- Work with board and executive committee to disseminate and communicate PTA related information and issues to at large members
- Perform all duties pertaining to the office such as specified in these WSPTA Uniform Bylaws and the Beacon Hill PTA Standing Rules
- Ensure that all new officer information is entered in to the WSPTA on-line membership enrollment program
- Participate in the election of the region director
- Hold an orientation meeting with each new board member and support and promote leadership development among board members and the general membership
- Facilitate and coordinate collaborative efforts to strengthen relationships and achieve the PTA's goals
- Secure dates, time and location for PTA board meetings for the school year
- Provide support, technical assistance, and leadership development during the transitional period for the new president