

PTA President

Description: Oversee all Board meetings and Assemblies. Work closely with all VP's. Help reach goals of committees. Work closely with the School on anything that affects the school. Attend Leadership Conf, training and conventions. Sign checks and oversee all correspondence that goes out with PTA logo or anything pertaining to the school.

Responsibilities

1. Represent the PTA as spokesperson at all meetings and functions.
2. Keep the Executive Board informed by either verbal or written communication.
3. Provide guidance, direction, and leadership to the entire PTA board.
4. Be familiar with Robert's Rules of Order.
5. Attend the orientation training at Innisbrook (held in July) and any other training possible.
6. Attend all Executive Board, Executive Committee, Committee and General Assembly meetings.
7. Attend county council meetings or appoint a delegate to do so.
8. Keep board members on track with their commitments to the PTA.
9. Ensure all board members keep the President informed on their commitments and committee chairmen.
10. Assist with the budget preparation and any amendments to the budget.
11. Must cosign all checks.
12. Provide monthly letter to the Veterans newsletter.
13. Approve all correspondence or appoint designee when unable to do so.
14. Uphold the primary goal of the PTA by always putting the interests of the children first.