

President's Quick Start Guide

Job Description

The President serves as the presiding officer of the Local PTA and presides over executive board and membership meetings. The president directs the affairs of the association in cooperation with the other members of the executive board for a term of one year.

Duties at a Glance

- Maintain a procedure book (traditional or electronic)
- Complete a Plan of Work and submit for approval by the Local PTA board
- Preside at all meetings of the board and membership
- Call a meeting of the elected officers within 30 days of the election meeting to appoint the historian, parliamentarian and standing committee chairs, subject to the approval of the board (newly elected president)
- Prepare written agendas for all meetings
- Appoint a member, with the approval of the board, who is not an authorized signer on the bank account to open, review, initial and date each bank statement
- Complete Local Officer Information form and submit to Texas PTA by May 1
- Make sure all members of board sign the Texas PTA Ethics/Conflict of Interest Policy
- Make sure the board reviews the records retention policy, proposing any necessary updates to the association membership for approval
- Notify Council secretary the names of the Council Delegates by October 15
- Ensure all board members are graduates of TX PTA Leader Orientation by October 15
- Sign all contracts which have been approved by the board
- Be an authorized signer on the bank account
- Appoint a financial reconciliation committee, subject to approval of the board, at least 30 days before the last association meeting of the year
- Represent Local PTA as a delegate to Council PTA
- Serve as an ex-officio member of all committees, except the nominating and financial reconciliation committee
- Review and become familiar with bylaws and standing rules of the PTA
- Attend Texas PTA Leader Orientation
- Take advantage of training from Council, Area, Texas and National PTA
- Become familiar with the National and Texas PTA resources

Important Dates

May 1	Local Officer Information due to state office
June	National PTA Convention
July	Summer Leadership Seminar
July	Annual Convention held in conjunction with Summer Leadership Seminar (Odd-numbered years)
October 15	Fall Membership Reporting
February	Rally Day at the Capitol (Odd-numbered years)
February	Texas PTA Family Engagement Conference and Annual Convention (Even-numbered years)
March 15	Spring Membership Reporting

Resources

Texas PTA President's Resource Guide	Available for purchase or free download (www.txpta.org)
Texas PTA website	www.txpta.org
National PTA website	www.pta.org
The Official Back to School Kit	Available through National PTA

Contacts

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