**Felida PTA – PRESIDENT Job Description**

***(Must be a PTA member in good standing at least 30 days prior to election)***

**GENERAL DUTIES**

1 Be familiar with WSPTA By-Laws.

2 Be familiar with Felida PTA Standing Rules.

3 Be familiar with and exercise Roberts Rules of Order while running meetings.

4 Plan and prepare the agenda with the Secretary for Board meetings once a month.

5 Preside at all Executive Committee meetings (as needed).

6 Preside at all Board of Director meetings (every other month).

7 Preside at all General Membership meetings (at least three a year).

8 Attend Vancouver PTA Council meeting or appoint a council representative from the

Board to attend. Urge all Board members to attend.

9 Attend the annual Vancouver PTA Council’s orientation the summer before taking office.

Request Executive Officers and other Board Members to attend when possible.

10 Attend PTA sponsored programs and activities of your local unit and the Vancouver PTA

Council, if possible.

11 Attend District, Regional, State and National meetings/workshops/conference whenever

possible. “PTA and the Law” is especially important and informative.

**OTHER DUTIES**

1. Meet with the Executive Committee and Principal to plan the calendar for the next year.
2. Meet with the Executive Committee to review and update the Standing Rules and the budget to be approved at the first Board meeting and General meetings.
3. Meet with the Executive Committee to recruit Committee Chairs. The Job Descriptions should be turned over to the New Committee Chairs.
4. Prepare/recruit someone to prepare the PTA flyer to be distributed in the beginning of the year.
5. Check mail received in the PTA President box at least once a week. Thoroughly read all material received and report pertinent information to the Board and General membership.
6. Check that the PTA liability insurance is current (renews in Nov.)
7. Review minutes and financial statements monthly for accuracy.
8. Present PTA information at the orientation for new Kindergarten parents in the spring.
9. Monitor Committee Chairs throughout the year as needed with the Volunteer Coordinator.
10. Ensure election of Nominating Committee of at least three PTA members. See WSPTA.
11. Prepare Presidents message for the PTA newsletter (monthly or quarterly).
12. Ensure Board of Directors appoints three auditors to audit Treasurer’s books twice yearly (Jan and June).
13. Keep President’s notebook updated.
14. Review & approve all flyers, Facebook Posts, newsletters, website to ensure accurate information, correct spelling/punctuation, etc.
15. Meet with Board & sign Conflict of Interest located at end of Standing Rules, each year as well as Contract of Equipment located at school.

**Nominee’s Consent:**

I have read and understand the duties of the Felida PTA President. If elected, I am willing to accept the responsibilities of this position.

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Nominee’s Name

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Nominee’s Signature