

## **PRESIDENT**

*The president is elected by the members to direct the affairs of the association in cooperation with the other members of the executive board or, where applicable, executive committee, for a term of office specified in the unit/council bylaws.*

### **Responsibilities:**

1. Use materials received from NC PTA and National PTA to help your board plan events and programs for an entire PTA year. **Handbooks and other brochures received on the Unit Packet CD should be distributed to the respective officers and committee chairs.**
2. Call a meeting of outgoing and incoming officers and committee chairs to ensure continuity of the programs and plan the year's work. (See *How to Orient Your Board* in Appendix.)
3. Meet with the principal and other school personnel to determine their concerns and ask for their cooperation with the unit's programs.
4. Consult with officers and chairs before each meeting to ensure that all items to be discussed are on the agenda. Determine meeting agendas, in cooperation with the secretary.
5. Conduct meetings of the local unit/council, executive board and/or committee.
6. Delegate to other officers and chairs, duties appropriate to their office/position.
7. Serve as an ex-officio member of all committees, if the bylaws provide, except the nominating committee.
8. Sign all contracts, orders, vouchers and/or checks, as provided in the bylaws.
9. Represent the PTA at all times, but **never** give personal opinions on issues as the PTA president unless the entire PTA has voted to support that position.
10. Oversee the work of all officers and committee chairs to ensure that duties are being carried out. It is not the responsibility of the president to undertake the work of other officers and committees. Remind the officers or chairs of their responsibilities.
11. Make sure the treasurer has paid the membership dues by March 15 and filed any necessary IRS forms.
12. Be familiar with PTA Purposes, Mission and policies and procedures.
13. Be familiar with your unit's bylaws.
- 14 **NC PTA Handbook for Local Unit and Council Presidents/2005-06**

**Conducting meetings:**

1. Call the meeting to order at the designated time and if a quorum is present, proceed with the business.

2. Follow a written agenda.

3. Have a working knowledge of parliamentary procedure:

\_ Maintain a fair and impartial position at all times and encourage members to participate.

\_ Take no part in any discussion while presiding, refrain from expressing a personal opinion on questions before the assembly, and avoid personal bias when giving information to the association. (When it is necessary for a president to express an opinion, the vice president should assume the chair while the president speaks from the floor.)

\_ Stand to preside and follow the accepted order of business.

\_ Decide all parliamentary questions. The president may appoint a parliamentarian to assist in deciding procedure, but the chair always rules.

\_ State each motion clearly, after it has been seconded, before allowing discussion.

\_ State the result of every vote taken.