Whittier PTA President’s Job Description

Serving as president of a PTA includes the responsibility to lead that PTA toward specific goals chosen by its members. The goals must be consistent with the policies and Purposes of the PTA. The president is the presiding officer and the official representative of the association.

Determine, with the PTA Executive Board, including the Principal, strategic and tactical plans for the PTA. Manage the affairs of the PTA on a daily basis. Represent Whittier International School at the District and City events and meetings. Supervise the Executive Board.

RESPONSIBILITIES

- Get National PTA kit and distribute appropriate materials to board and key members
- Read current by laws and understand the processes
- Conduct the administration of the PTA in accordance with its By-Laws.
- Meet with board during the late summer to review all areas of responsibility and formulate time-tables. At that time preliminary budget discussions should take place.
- Review Job Descriptions to have an understanding of what each position is responsible for.
- Contact School Staff at the beginning of the year and keep contact up throughout the year; discuss any issues.
- Set up a regular meeting with Principle for updates and communication
- Sit on or assign someone on the board to sit on the Whittier Leadership Team
- Attend monthly Board meetings. Attend or send a representative to relevant School or District meetings.
- Chair all PTA meetings
- Chair a monthly Executive Board meeting. Develop the agenda and notify, at least one week in advance with agenda ideas.
- Meet with the Principal monthly or "as-needed" to share information on current events/problems involving the school. Provide guidance to the Principal as to what issues might need addressing within the parent body.
- Contact on a regular basis the board who report to you to remain apprised of issues within each area.
- Follow the changes is the school and district that affect the school. Advocate for issues that are requested by the board or parent group.
- Learn Robert's Rules of Order and use these rules to maintain structure and order at all meetings.
- Be prepared to speak at various school functions including New Student and Kindergarten Orientations, Open Houses, and when requested by parents groups.
- Work with secretary to do a monthly news letter from the President
- Assist along with secretary to get orientation information out late summer to new and returning families
- All written materials produced by PTA (e.g., newsletters, flyers, Web site postings, or notices) are to be cleared with the PTA president and school principal before publishing. The principal is responsible for the accuracy of school information.
- Hold brainstorming session(s) with the board-elect to establish unit goals. Review past unit activities, become familiar with National PTA and State PTA goals and purposes, set realistic goals and prioritize projects. Evaluate current committee positions and decide which are needed. Ask for suggestions of people to fill committees.
- Recruiting committed chairs and new members
- Work with secretary to make sure an accurate list of current and paid members are sent to the state with dues owed
- Oversee and approve PTA budget with Treasurer
- Follow up with each board member and the sub-committees they oversee
- Keep directory contact list of board members and key committee chairs
- Attend State, district or national conferences as needed
- Work with Treasurer to make sure bank account as signature cards and process is in place for banking and signing checks
- Work with Treasurer to make sure the PTA has appropriate insurance for the organization and it is up to date
- Support and recruit new membership each year
- Work with Nomination Committee to help to find a replacement that can shadow you for a few months before transition