



Job Description PTA Council President

- Attends all executive committee meetings, board of director meetings and general membership meetings
 - Executive officers *must* attend one annual training event and, if able and financially possible, the WSPTA leadership conference, Focus Day, Convention and Region 6 Conferences.
 - Is familiar with the WSPTA Bylaws, Council Standing Rules, Council Procedure Manual, budget and programs.
 - Delegates responsibility and communicates regularly with officers, board of directors, committee chairs.
 - Supports the decisions of the board. This means despite any personal feelings you might have, once the board has voted you are ethically obligated to support that decision. One can go on record as disagreeing with the Board's position, but must still abide by the decision.
 - Maintain confidentiality of the board's session, He/she is the Official spokesperson for the Council.
- Presides at all meetings. Works with the Secretary to set the agenda.
 - Makes appointments to positions & committees as designated in the standing rules, with the approval of the executive committee, for a term of one year. Is an ex-officio member of all committees except the nominating committee.
 - Receives a copy of the bank statement for review.
 - Co-signs all binding agreements.
 - Disseminates and communicates all information received pertinent to PTA programs
 - Coordinates council's programs and activities.
 - Is aware of all important deadlines for: the payment of membership service fees, registration for workshops and conferences, application for awards, and submittals for recommendations — as well as annual corporation report, charitable solicitations registration, insurance renewal, and 990 filings.
 - Participates in the region nominating committee elections.
 - Cooperates, when requested, with the region director in establishing new units.
 - Conducts a board of director's orientation.

- Conducts a "Role of a Council" orientation at a council general membership meeting.
- Meets with the superintendent and education association president as appropriate. Attends Superintendents Brown Bag.
- Develops a positive relationship with School District leadership and staff and encourages Council members to do so. Works to promote a positive image of PTA to the community. Is the spokesperson for the Council.
- Runs the election of officers.