

Local Unit President Job Description

PTA leadership centers around helping members reach the goals they have set. This means the president does not do all the work on his or her own—Presidents get the work done *with* others. Here are a few pointers for a successful presidency:

- Receive and circulate all information and resources from the state PTA and National PTA.
- Study your PTA's procedure book to know how a PTA operates. If you create the procedure book, be sure to include key information.
- Participate in the leadership training offered by your state PTA. Contact the state PTA for dates. National PTA offers leadership training in classroom settings and online at www.pta.org.
- Preside at all meetings of the general membership and executive board.

President Specific Duties:

- Determines the agenda in cooperation with the secretary.
- Calls the meeting to order at the designated time and, if a quorum is present, proceeds with the business.
- Maintains a fair and impartial position at all times and encourages members to participate.
- Takes no part in any discussion while presiding, refrains from expressing a personal opinion on questions before the house, and avoids personal bias when giving information to the association.
- Decides all parliamentary questions.
- States each motion clearly after it has been seconded before allowing discussion.
- Declares the result of every vote taken.
- Calls upon the vice president to preside when wishing to speak to a motion or to leave the chair. The president then has all the privileges of a member, addressing the officer temporarily presiding in the same manner as any other member, and returning to the chair only after the vote has been announced.
- May vote when voting is by ballot. In other cases, may cast a vote to create or break a tie if the result is in the best interest of the association.
- Studies information and materials secured from predecessor.
- Conducts meetings of the executive board to discuss and distribute material promptly to the appropriate officers and committee chairs.
- Delegates certain administrative duties to the vice president.
- Serves *ex officio* on all committees, if the bylaws so provide. The exception to this is the nominating committee; the president should not seek to influence the nominating process in any way.
- Represents the PTA at necessary meetings.
- Signs all orders and vouchers if so specified in the bylaws.