

## Position Description

President [or Co-President]: The duties of the President shall include but are not limited to the following:

- a. Preside at all meetings of the Association;
- b. Serve as an ex-officio member of all committees except the nominating committee;
- c. Appoint Association committee chairpersons with the approval of the executive board;
- d. Hold a quarterly meeting with the school principal either in-person or virtually;
- e. may be responsible for PTA email account
- f. Encourage meaningful participation in all parent and school activities;
- g. Provide opportunities for members' leadership development;
- h. Delegate responsibilities to members of the Association as needed;
- i. Attend all regular meetings of the Presidents' Council;
- j. Serve as a mandatory member of the School Leadership Team 1 ;
- k. Meet regularly with the executive board members;
- l. Plan the agendas for the general membership meetings;
- m. Serve as one of the eligible signatories on checks, and debit card disbursement forms, and be ready to supply all required documentation to the bank;
- n. is responsible for the debit card if one exists
- o. Assist with the June transfer of Association records, including all pertinent user IDs and passwords, to the incoming executive board.