



***Pointers Run Elementary PTA, Inc.***  
***6600 S.Trotter Road Clarksville, Maryland 21029***  
***410-313-7142***



## **PRESIDENT**

The role of PTA president is a very rewarding one. Your unit will look to you for guidance in creating partnerships within your school community and fostering an environment where parent involvement is encouraged and respected. Over the course of the school year, you will learn a great deal and put your talents and knowledge to use as a leader in your school community.

The president is a member of the PTA board of directors and executive committee. This is an elected position, nominated and approved by simple majority vote at a general membership meeting in the spring. The term of this position is one year, beginning July 1st and ending June 30th of the following year. A commitment of at least two terms is desirable, with the first year of the commitment being served as a PTA officer and/or chair to ensure continuity of knowledge and leadership. Ideally, the vice president can be groomed to take over the president's position.

### Duties and Responsibilities

The President will...

- Support and engage members and the community in the PTA mission and vision.
- Coordinate with all board members, officers, and committees of the PTA.
- Acts as the liaison with the school principal, meeting at least monthly prior to the PTA board meeting.
- Develop meeting agendas with input from the other board members.
- Attend, lead, and facilitate meetings of the board of directors, the executive committee, and the general membership.
- Review and approve meeting minutes prepared by the Recording Secretary.
- Make appointments to positions and committees as designated in the bylaws, with approval of the executive committee.
- Be a member *ex officio* of all committees except the Nominating Committee.
- Work with the board and the executive committee to disseminate and communicate PTA related information and issues to at large members.

- Review all written PTA communication (e.g., fliers, advertising, etc.) prior to submission to the principal for approval.
- Review the monthly Treasurer's report.
- Sign checks.
- Review and sign all contracts and/or legally binding documents.
- Interact with the National PTA, the Maryland PTA ([office@ptachc.org](mailto:office@ptachc.org)), and other local PTA chapters on issues affecting PRES.
- Represent the PRES PTA at all council meetings or send a delegate.
- Secure dates, time, and location for PTA board meetings for the school year.
- Perform specific duties as provided for in the bylaws.
- Obtain a working knowledge of PTA policies and procedures.
- Report annual election results for PRES executive board to the Howard County Council and state PTAs. Use the form on [www.ptachc.org](http://www.ptachc.org). Due by last day of school