

President

Voted by the PTA General Membership

Qualifications:	PTA Member
Term:	President commits to one year of service. There is a two consecutive term limitation.
Responsibilities:	<ul style="list-style-type: none"> • Chair Clark PTA General & Board meetings, prepare/distribute agenda and supporting docs at least 1 week prior for preparation. • Represent PTA at Curriculum Night(s) and other school functions, welcome/publicly address the attendees with “PTA Message” as appropriate. • Attend monthly district Council meetings and disseminate info through the ranks. • Attend monthly Site Council meetings as the PTA Representative, and report to the Board. • Arrange and attend frequent recurring Principal & PTA meetings (bi-weekly), sending agenda and inviting other attendees as relevant x Chair Board retreats, June (outgoing President) & August (incoming President). • Lead incoming Board training on procedures, policies, and code of ethics. • Oversee Board of Director positions, and committees directly reporting to the President (i.e., Grants, Awards, Nominating Committee). • Work with the Vice President to create/update/distribute Committee Chair, Staff and Board Handbooks. • Disseminate and communicate all information pertinent to PTA. • Review, propose and draft in cooperation with the Executive Committee the PTA’s mission and annual goals and metrics (April/May). • Assist and direct the PTA leaders, committees and volunteers as required by law and/or best practices to strive for an efficiently and effectively managed non-profit organization. • Attend Budget Committee meetings and provide input to create and approve current and next year’s budgets. • Review Board of Directors expenses for reimbursement approval. • Attend PTA training courses, conferences and conventions to represent and gain knowledge to the benefit and leadership of the unit level PTA organization. • Maintain the President’s Notebook and pass it on to the incoming President. • Submit facility use forms for proposed calendar in May/June x Attend State Convention, regional conferences, and relevant training (including PTA & the Law annually). • Handles all Issaquah Press Communications. • Obtain/maintain valid Food Handler’s Permit (if needed).