

**Virginia PTA elects a President-Elect, but we strongly advise anyone interested in that position to fully review the job responsibilities of President as well.**

**The Virginia PTA Board of Managers adopted a Strategic Plan that has impacted the job responsibilities for some positions. The Standard Operating Procedures (SOP) will be discussed and adopted at our Pre-LTC Board Meeting in July. Any changes to these job responsibilities will be made clear to candidates prior to their nomination.**

**A. PRESIDENT**

- 1) The president shall perform duties as outlined in the state bylaws.
- 2) Attend District Executive Board meetings in district where the president resides.
- 3) Submit reports of activities and events prior to the annual meeting.
- 4) Assign the responsibility of all actions adopted by convention delegates or BOM to the appropriate committee or officer. The committee or officer shall submit a plan of action, including time constraints and budget, for approval to the Executive Committee.
- 5) Attend annual meetings of the districts or appoint officers to represent the president.
- 6) Receive copies of reports of all actions taken regarding the formation of new local units.
- 7) Receive preferences of the BOM for assignment to standing committees and receive recommendations from Standing Committee Chairmen for appointment and make assignments.
- 8) Approve any correspondence from a committee or committee chairman to the membership.
- 9) Work with Arts in Education, Bylaws, Diversity and Inclusion, and Legislation/Education Chairmen and all internal committees to prepare a plan of work and assist them with fulfilling their responsibilities and objectives.
- 10) Receive a copy of Arts in Education, Bylaws, Diversity and Inclusion, and Legislation/Education Chairmen and all internal committee reports submitted prior to the winter or Pre-Convention BOM meetings. Contact Committee Chairmen and District Directors if report is not received thirty days prior to the meeting.
- 11) Serves as ex-officio member of all standing committees.
- 12) Attend meetings of the State Board of Education as often as possible.
- 13) Testify at hearings of meetings of the Board of Education or the Department of

Education.

- 14) Appoint members to the Capitol Committee after consultation with the Legislation/Education Committee Chairman.
- 15) Make statements on behalf of the Virginia PTA with respect to the adopted Legislation Program, Convention Resolutions, actions of the BOM, and/or actions of the Executive Committee relating to legislation before the General Assembly. If the President or the Legislation/Education Chairman is unavailable, the President or the Legislation/Education Chairman may designate an alternate.
- 16) Serves as ex-officio member of all internal committees except the Nominations and Leadership Development Committee.
- 17) Designate chairman and members of any and all other committees not specified by the Bylaws. Approve expense vouchers and receive reports for any committees not designated for another officer.
- 18) Prepare a plan of work to submit to the executive committee within sixty (60) days of election.
- 19) Submit official VA PTA publication articles.
- 20) Prepare a letter to be included in the mailings to local unit presidents.
- 21) Submit a proposed budget annually to the Treasurer by November 1.
- 22) Authorized signature on all checking and savings accounts and the VA PTA credit card.
- 23) When a local unit's dues remain unpaid for two (2) consecutive years and bylaws are in arrears, the President shall notify the school Principal and the last known president that any school organization at the school no longer has the right to neither use the registered mark "PTA/PTSA" nor take the tax exempt status of the PTA/PTSA, and that action will be taken to notify the IRS and to institute proceedings to withdraw the charter in accordance with State Bylaws.
- 24) Approve reimbursement requests for the President-elect, Vice President, Secretary, Treasurer, Arts in Education Committee, Bylaws Committee, Diversity and Inclusion Committee, Legislation/Education Committee and all other committees not assigned to designated officers.
- 25) The President's expenses shall be reviewed by the President-Elect. All non-budgeted purchases shall be approved by the Office Building Management Committee.
- 26) Certify the Virginia PTA delegates to the National Convention.
- 27) Consult with the President-elect and Vice President in selecting delegates for

National Convention from the BOM and receive written reports from board members who attend.

- 28) Appoint the representative for Virginia PTA to National PTA Council of States meetings.
- 29) Preside at the Virginia PTA Annual Meeting.
- 30) Approve membership of the Convention Credentials Committee.
- 31) Appoint the three members of the Convention Credential Appeals Committee.
- 32) Appoint committee to audit convention minutes.
- 33) Appoint at least five members to the Resolutions Committee and designate the Chairman.
- 34) Personnel Issues
  - a) The president shall serve as the liaison between office staff and the BOM.
  - b) The President shall address with the Office Administrator complaints dealing with office personnel.
  - c) The president shall be responsible for the annual review of the office administrator.
  - d) The president shall keep the president-elect apprised of all personnel issues of concern or consequence.