

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.

B. PRESIDENT-ELECT

- 1) The president-elect shall perform duties as outlined in the state bylaws.
- 2) Communicate regularly with the president in governing the association.
- 3) Support the president in moving the organization forward to achieve outcomes defined by the strategic plan.
- 4) Represent the Virginia PTA when requested by the president.
- 5) Serve as an ex-officio member on all standing committees and all other internal committees except the Nominations and Leadership Development committee.
- 6) Attend District Executive Board meetings in the district where the president-elect resides.
- 7) Submit two copies of a report of activities and events thirty (30) days prior to the pre-convention meeting of the BOM (one to the president and one to the state office). The report shall include progress on his/her plan of work.
- 8) Submit a report to the president of all meetings/training attended as representative of the Virginia PTA.
- 9) Prepare a plan of work to submit to the executive committee within sixty (60) days of election.
- 10) Submit a proposed budget annually to the treasurer by February 1st.
- 11) Initiate the purchase of the State Past President's pin through the state office.
- 12) Work with Family Engagement, Health and Safety, and Membership Committee Chairmen to assure they have plan of work. Assist them with their plan of work and help them in fulfilling their responsibilities and objectives.
- 13) Attend annual meetings of the districts as assigned by the president.
- 14) Authorized signature on all checking and savings accounts.
- 15) Approve reimbursement requests for the Family Engagement, Health and Safety,

and Membership Committee Chairmen.

- 16) All expenses for the president-elect to attend National PTA events shall be paid by the Virginia PTA within our SOP guidelines. The president-elect shall include these anticipated expenses in their yearly budget submission.
- 17) The president-elect sends all reimbursement requests to the president for approval.
- 18) Send letters to Standing Committee Chairmen, within ten (10) days of their election, informing them that they are expected to submit suggestions for committee members to the president, a plan of work, and a budget by prescribed deadlines.
- 19) Receive a copy of reports from the Family Engagement, Health and Safety, and Membership Committee Chairmen prior to the Pre-annual meetings of the BOM. Contact these people if the report is not received thirty (30) days prior to the meeting.
- 20) Serve as chairman of the Office Building Management Committee and the Convention Rules Committee.
- 21) Assist the president and vice president in selecting delegates for the National PTA Convention from the BOM.
- 22) Serve as chair of the Annual Meeting.
 - 1) Responsibilities of the Committee
 - a) The Annual Meeting Committee, as appointed by the president would be responsible for all state events as deemed necessary by the president.
 - b) Subcommittees for individual events will be appointed by the president as needed.-
 - 2) Responsibilities of the Chair
 - a) Seeks potential host sites for PTA events as directed by the President; shall compare cost for rooms, meals, commuting distance, and present options to the Office Administrator and president for consideration.
 - b) After board approval and having the president sign contracts with the host site, the Annual Meeting Committee chairman will work with the appropriate board of manager to publish event information to the members.
 - c) Coordinates between the Virginia PTA office administrator and the host site to maintain communications and ensure that all event

registrations are processed successfully. The Annual Meeting Committee chairman also works with the team leader of each event to insure an outstanding event. Works with office administrator and host site to ensure that all contractual obligations are met.

- e) Submits for approval all registration rates for the Annual Meeting; prepares a budget for the Annual Meeting for approval by the executive committee per the SOP.
 - f) Prepare a written report to be given at each board meeting covering the activities of the committee.
 - g) Contact each member of the committee at least monthly to review status of event.
 - h) Maintain a procedure book and digital records for each event.
 - i) Submit reimbursement requests to the President
 - j) Shall review and report on all evaluations from each state event.
- 3) Annual Meeting Subcommittee Responsibilities
- a) Establish goals and objectives and present for approval a tentative schedule to the Executive Committee.
 - b) Approve all convention expenses and reimbursements.
 - c) Request office administrator to submit credit forms to hotel for direct billing.
 - d) Assign responsibilities to members of the convention subcommittee.
 - e) Call to annual meeting shall be sent from the state office to members of the BOM, council presidents, and local presidents at least sixty (60) days before the convention and shall be published in the appropriate official publications of the Virginia PTA.
 - f) Annual Meeting Expense
 - (1) The President-Elect shall compile a detailed report of annual meeting expenses to members of the BOM following the annual meeting.

- (2) Local volunteers shall be permitted to attend convention non-voting capacity without payment of registration fee.
- (3) The Annual Meeting Subcommittee shall be charged to the annual meeting budget.
- (4) Expenses of the BOM for attendance at the convention shall be charges to the convention budget.
- (5) Executive committee meeting and meeting of the BOM prior to convention shall be charged to the executive committee and BOM.
- (6) The cost of a committee program for the awards presentation shall be charged to the convention budget if it is included in the convention program packet. If it is printed separately, it shall be charged to that committee's budget.
- (7) Compile and submit a report on workshop evaluations to the Annual Meeting Committee Chairman.