

## Executive Board Member

# President

Attend all Board and General Meetings.

Attend PTA and the Law at least every other year. Attend other trainings offered through Region, State, etc as necessary (must complete at least 1 state training a year).

Be familiar with WA State PTA President Handbook found under Resources on the WA State PTA website.

Provide oversight for the Arts Education, Social, and Advocacy Chairs

Attend committee meetings

Represent your chairs at board meetings

Report board meeting activities back to your chairs

Assist in identifying activity and committee chairs, for those activities under your area of responsibility.

Preside at all meetings.

Plan meeting agendas ahead of time with secretary.

Make appointments to positions and committees with the approval of the Executive Team.

Be ex-officio member of all committees except Nominating Committee.

Co-sign all binding agreements.

Disseminate and communicate all information received pertinent to PTSA programs.

Remain abreast of all PTSA functions.

Post in PT Avenue the names and addresses of new Exec Team, Membership, and Advocacy by May 1<sup>st</sup>.

Meet all deadlines provided by WSPTA and NPTA.

Coordinate monthly newsletter needs

Promote and host All District PTA Meetings as necessary.

Provide a President's Message in newsletter monthly.

Maintain and update Bulletin Board at least monthly.

Secure "The Dance Guy" for the following year with a deposit after the dance. Coordinate date with social chair.

Keep a legal documents binder.

Maintain the nominating committee handbook to be given to the nominating committee soon after their election at a meeting with the president.

Meet at least monthly with Stillwater administration.

Attend council meetings or secure executive board substitute.

Check in with school administration multiple times a week for issues or concerns.

Check the PTSA black lock box at school multiple times a week and sort appropriate paperwork.

Work with treasurer and fundraising chair to set fundraising goals for each activity based off budgetary needs for the next year.

Attend calendar meeting with Stillwater administration in May/June for the following year.

Coordinate a PTSA retreat to plan the following year.

Fill out all building request paperwork for PTSA events - file with head Stillwater admin.

Upload all pertinent documents to OneDrive by June 30th.

Meet with replacement for following year (if applicable) by June 30th for training.

Serve as Admin for the Stillwater Elementary PTSA Facebook Page.

Approve all PTSA kidmail and email communication before it gets distributed.

Attend a budget review with the executive board over summer to finalize the budget for the following school year to be approved at first general meeting of the year.

Attend an awards committee meeting in the spring with executive board to choose winners for Golden Acorn, Heart of the Hawk and Outstanding Educator.

Order volunteer thank you cards and place in PTSA work cabinet.

Log and manage the PTSA grant process at Stillwater: communicate to staff, collect grants and prepare grant review session with executive team.

Work with membership chair to help plan Kinder Social in the spring if applicable

Collect Planning Forms to be reviewed with Stillwater Administration, and be presented at board and general meetings if applicable