

# PRESIDENT

The president is elected by the local unit members to direct the affairs of the association in cooperation with the other members of the executive committee and to represent its members.

Georgia PTA recognizes co-presidents, who both receive materials from Georgia PTA.

However, National PTA recognizes only one president and only that designee will receive materials from National PTA. Please refer to the *PTA Back to School Kit*, which contains a *President's Quick Resource Guide*.

## Other Resources

- PTA Back to School Kit
- Local Unit Bylaws, Article VII, Duties of Officers, Section 1 for more specific information about the president's duties.

## The President Shall:

- a. Serve for a term of office specified in the local unit bylaws.
- b. Knows and follows the bylaws of the association.
- c. Cooperates with the other members of the executive committee and board of directors.
- d. Appoints, in conjunction with executive committee, chairpersons and standing committees.
- e. Develops and updates a procedure book.
- f. Consults with the school principal on all matters relating to the school.
- g. Invites teachers to participate as active members and chairpersons.
- h. Presides at all meetings of the general membership, board of directors and executive committee.
- i. Expedites meetings by preparing an agenda, opening and closing meetings on time and by working with the board before the meeting to learn who has reports or additions to the agenda.
- j. Attends or sends a representative to council meetings, district meetings, workshops, PTA conventions, leadership conferences and other related meetings.
- k. Ensures that all required reports and forms are completed and returned to the state office by the designated deadline dates.
- l. Instructs secretary to copy and distribute bylaws to all members of the board of directors.
- m. Serves as an ex-officio member of all committees except the nominating and audit committees.
- n. Completes and approves a State Board Member Field Service Request Form, if one is requested to attend a local unit activity or program. (See Field Service Request Form in this section)

## As Administrative Officer, the President:

1. Studies information and materials received from state and National PTAs.
2. Studies bylaws and materials passed on from predecessor.
3. Holds meetings of the executive committee and board of directors to discuss the plans and business of the association.
4. Consults with officers and committee chairpersons before each meeting to see that all details of the meeting are planned and ready.
5. Distributes materials promptly to officers and committee chairpersons.
6. Calls upon each chairperson to prepare a plan of work. These plans should be approved by the board of directors before the first regular association meeting.
7. Signs all contracts on behalf of the association.

8. Delegates certain administrative duties to the vice president(s).
9. Attends training offered by council, district and state PTA.
10. Attends all meetings called by the council or sends a duly appointed alternate.
11. Keeps a procedure book for his or her successor.

### **As Presiding Officer, the President:**

- a. Calls the meeting to order at the designated time and if a quorum is present, proceeds with the business.
- b. Maintains a fair and impartial position at all times, and encourages members to participate.
- c. Takes no part in any discussion while presiding, refrains from expressing a personal opinion on questions before the membership and avoids personal bias when giving information to the association.
- d. Carries out the will of the association.
- e. Stands to preside and follows the agenda or accepted order of business.
- f. Refers to self impersonally as “the chairperson” or “the chair.”
- g. Decides all parliamentary questions. The president’s decisions are subject to an appeal by any two members; a majority or tie vote sustains the decision of the chairperson. The presiding officer may seek the opinion of the parliamentarian on any question of procedure, but it is the chairperson who rules.
- h. States each motion clearly after it has been seconded before allowing discussion.
- i. Declares the result of every vote taken.
- j. Calls upon the vice president to preside and vacates the chair when wishing to speak to a motion or for other reasons. The president then has all of the privileges of a member addressing the temporarily presiding officer in the same manner as any other member. The president returns to chair to preside only after the vote has been announced.
- k. May vote when voting is by ballot; in other cases, may cast a vote to create or break a tie if the result is in the best interest of the association;
- l. Recognizes a member who has not previously spoken to the question in preference to one who already has spoken.
- m. Rules out of order a motion to close nominations if it seems that the motion is made to defeat democratic procedures.
- n. Always expresses appreciation for work well done and for program participation.

### **How to prepare for the Presidency:**

1. Attend Georgia PTA Convention Leadership Training. Attend schools of information and workshops offered by your council and district. At each of these events, involve as many officers, chairpersons and members as possible.
2. Be sure the names and addresses of all officers have been submitted online to the state office by May 1, even if any officers are serving a second term.
3. Be familiar with PTA Mission and Purposes, policies, principles and duties.
4. Learn parliamentary procedure.
5. Read your unit’s bylaws.
6. Obtain and read last year’s reports, materials, publications, and procedure book.
7. Talk with former officers and committee chairs to learn from their successes or failures.

8. Talk with your principal and other school personnel.
9. Network with other PTA presidents in your council and district.
10. Make a concerted effort to understand legislative issues affecting children.

**The President's Procedure Book should include: EVERYTHING**

- a. President's name, address, telephone number, email address and period served
- b. This Leadership Resource and all National PTA *Quick Reference Guides*
- c. Local unit bylaws; council bylaws (if unit is a member of one)
- d. List of committees and contact information
- e. Directory of local PTA board, council (if applicable), district, state and National PTA board
- f. Plans of work and unit's calendar
- g. Copies of Georgia PTA *eVoice* newsletters and National PTA *Our Children* magazines
- h. Copy of unit's budget and treasurer's reports
- i. Communications received from state office and board members
- j. Copies of newsletters and communications sent out by president or local unit
- k. All communications received by the president
- l. Copy of last year's annual audit report
- m. Copies of last year's minutes
- n. Month-by month-record of activities, programs, projects, etc., with comments and evaluation, to help with end-of-year report and next year's work
- o. Copy of report of outstanding accomplishments
- p. Evaluation of year's work with specific suggestions for improvements
- q. Any other resource material you have found to be helpful