

PTA President

Time Required:

- 1 hour for general PTA meetings, 5 times a year
- 1-2 hours for board PTA meetings, frequency and time length determined by current board
- 1 hour to plan before each meeting
- 2-5 hours a week responding to inquiries and gathering updates from committees
- 1 hour a quarter to attend Hunt District PTA meetings, optional
- Busy times are mid-summer to September (finalizing the budget for the year and getting all the committee chairs up to speed)

Summary of Duties:

- Be the principle executive officer of the organization in accordance with the bylaws
- Perform such duties as may be prescribed in these Articles and the bylaws
- Prepare the agendas and preside over all monthly meetings
- Implement and regulate time limits at monthly board meetings
- Serve as the primary liaison with Principal and Assistant Principals
- Sign all contracts for the organization
- Represent the PTA at meetings outside of the organization, as needed
- Assist with annual audit
- Assist in planning the annual budget
- Attend most events