

# Roles and Responsibilities of a PTA President

The role of PTA president is a very rewarding one. Your unit will look to you for guidance in creating partnerships within your school community and fostering an environment where parent involvement is encouraged and respected. You will learn a great deal and put your talents and knowledge to use as a leader in your school community.

## **You will play a lead role in:**

- Unit organization
- Meetings
- Inclusiveness
- Elections
- Programs
- Member training
- Finances

## **You will use your skills to:**

- Organize: plan and set priorities
- Recruit, manage, motivate and retain volunteers
- Welcome a diverse and inclusive group of members, volunteers and leaders
- Run effective programs
- Manage money and raise funds
- Support membership growth and retention
- Run effective meetings
- Ensure all voices are heard through effective use of parliamentary procedure
- Advocate on behalf of students
- Transition to the next leadership team by nurturing potential leaders and preparing the incoming team

## **As a new president, you should immediately introduce yourself and set a tone of cordial collaboration.**

- Contact your state PTA. They are there to help. Provide the state PTA the names and contact information for you and your officers.
- Ask who you call if you have any questions.
- Ask if any training is scheduled in the near future that can help get you and your board off to a good start.
- Talk to the outgoing president and officers. What worked last year? What did not? Thank them for their work.
- If yours is a school-based unit, introduce yourself to the school staff and principal. Ask about their plans for the year and tell them you are interested in helping them achieve their goals.
- If yours is a community or district-wide PTA, reach out to district and community partners in your area and offer to work collaboratively.

- Review your procedure book - whether it is an electronic file, a cardboard box full of papers, or a binder thick with documents, get up to speed on what has happened in the past and what is expected of you.
- **Read your unit's bylaws.** You and your board are responsible for following the bylaws, so you need to know what they say. If they are old and no longer relevant, one of your first moves should be to establish a bylaws revision committee to start the work necessary to make the document work for your current PTA. Your state PTA can help.
- Find the most recent audit. You may need to talk to the treasurer about this. If an audit did not occur after the latest transition of officers, make sure to get one done. You will want to start fresh with a new set of books, so be sure the previous set is closed out and audited.
- If your unit is a 501(c)(3) nonprofit (Marvista is), find the most recent Form IRS Form 990 filing. Again, your treasurer may be able to help. All nonprofits must file some type of Form 990 with the IRS each year. Be sure you know when a 990 was last filed and what you will be responsible for filing in the coming months. 990s are due on the 15th day of the fifth month following the end of a fiscal year. If you believe your unit missed one or more filings in the past few years, contact your state PTA immediately for assistance.
- If it has not yet been done, change the signatures on your PTA's bank accounts. You will want to be sure previous officers no longer have access to your PTA's accounts.
- You are required to have insurance. It is important to protect yourself and your board members by having insurance. AIM is a standard insurer for PTAs/PTSAs
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You are about to enter one of the most rewarding yet challenging times of your life. Remember to ask questions and use the support available from your state PTA and from National PTA. We are in this together. And together we can make a difference for children and families.

- See more at: <http://www.ptakit.org/PTA-President/Running-Your-PTA/Roles-and-Responsibilities-of-a-PTA-President.aspx#sthash.8x63mj9o.dpuf>