



Bell Elementary PTSA - President Role Description

The president/co-president is responsible for overseeing and leading all facets of the organization (organizational chart below). This includes, but is not limited to, the following:

1. Work closely with the executive board to develop and execute on strategic plans (e.g., mission, vision, and goals)
2. Provide organizational leadership - delegate responsibility, empower others, and provide the needed support for each board member to executive on their respective responsibilities.
3. Ensure compliance, governance, and fulfillment of responsibilities outlined in the following:
 - i. Washington State PTA Uniform Bylaws (which conforms to National PTA Bylaws),
 - ii. A.G. Bell PTSA Standing Rules
 - iii. Washington State PTA Standards of Affiliation Agreement
4. Facilitates all board meetings and general membership meetings
 - i. In the case of Co-Presidents only one may preside at a meeting
 - ii. Presiding President has no vote
 - iii. Plan the meeting agendas with the PTSA Secretary, utilizing input from others.
5. Oversees all communications from the PTSA (e.g., newsletters, website, flyers, etc.)
6. Set the PTSA calendar for the year working closely with the administrative team
7. Liaison between the executive board and principal of the school
8. Be knowledgeable of basic parliamentary procedure
9. Be aware of and utilize resources from the PTSA Council, State PTA, and National PTA
10. Works with the VP of Membership to ensure incoming officers information is entered into the State PTA database (Member Planet)
11. Attend leadership training offered by the Council, Region, and State PTAs and encourage other members of the PTA to attend
12. Serve as an ex-officio member of all committees except the Nominating Committee
13. Assure that the unit participates in the election of the Lake Washington Council Board, the Region 2 Director, and the State Board
14. Attend all Lake Washington PTSA Council General Meetings or send a delegate in his/her place
15. Promote a positive image of the PTSA within the community
16. Lead a Board Retreat in July or August



17. Organize end-of-year thank you gathering for all Board Members and Committee Chairs
18. Oversee the following committees/persons:
Communications, Financial Review, Nominating Committee (recruit members only), Awards, Legislative Representative, and Parent Education
19. Maintain the President notebook (digital and printed) and pass it on to the incoming President with instructions



BELL PTSA ORGANIZATIONAL STRUCTURE

