

Rosy Mound PTA

Roles & Responsibilities

Position: President

Responsibilities:

- Be a member of the Rosy Mound PTA.
- Prepare agenda for and run Executive Board Meetings.
- Attend and run General Membership Meetings.
- Monitor and maintain the pta@rosypta.org mailbox.
- Read and become familiar with Rosy PTA goals & objectives, roles & responsibilities, approved budget process, and bylaws.
- Stay up to date on Rosy PTA events/activities.
- Sign up to receive Rosy PTA emails.
- Maintain your **President Leader** Folder and update PTA Procedure Manual.
- Turn in approved budget, audit of previous year's books and membership dues to the Mich. PTA by Feb. 28th.
- Maintain the bylaws of Rosy PTA and make sure they've been updated every 3 years.
- Help establish a nominating committee and an auditing committee.
- The president may sit in on any committee except for nominating committee.
- Maintain 2 signatures on all checks/vouchers with the PTA Treasurer.
- Establish a budget for approval with the PTA Treasurer.
- Communication with school principal on PTA's goals & objectives, events/activities, and any issues that may arise over the year.
- Work with VP of Memberships to ensure proper communication to parents/teachers regarding memberships.
- Ensure that board members, chairperson(s), and committee leaders are following PTA procedures in regards to money handling and communicating with the PTA board.
- Follow the rules and guidelines of the National PTA.
- Turn in your **President Leader** Folder to the in-coming president at the end of the year and allow time for shadowing.

General Membership Meetings

- Carry reference material, list of members, approved budget, minutes, agendas, bylaws, PTA goals & objectives to each meeting.
- Monitor time and keep meeting moving along in accordance to Robert's Rule of Order.
- Work with PTA Secretary to ensure minutes are recorded and distributed properly.