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President-Elect

TERM Two Years (July to July)

OBJECTIVE

Support and learn all aspects of the role of President to effectively lead and further the mission of the association.

DUTIES

- Be the aide to the President;
- Perform the duties of the President in the event the President is absent or temporarily unable to execute the duties of the office;
- Chair the Advocacy Committee;
 - Oversee subcommittees and workgroups;
 - Serve as ex-officio on all subcommittees and workgroups;
 - Host regular committee meetings;
 - Ensure the committees' goals and procedures support the adopted strategic plan;
 - When the President and President-elect are unavailable, work with President to assign individuals for legislative testimony;
 - Work closely with governmental affairs consultant;
 - Work with the committee to develop legislative priorities. Plan biannual Rally Day and Straight Talk (typically held in February);
- Chair the Governance Committee;
 - Oversee subcommittees and workgroups;
 - Serve as ex-officio on all subcommittees and workgroups
 - Host regular committee meetings;
 - Ensure the committees' goals and procedures support the adopted strategic plan;
 - Lead volunteer efforts related to chartering PTAs.
 - Lead volunteer efforts to manage PTA bylaws and standing rules approval process.
 - Support efforts to ensure PTAs are in good standing.
- Perform other duties as assigned by the President;
- Represent Texas PTA as assigned by the President (external partnerships, task forces, media, etc.);
- Work with board and staff to prepare, update and monitor the association's strategic plan;
- Serve as ex-officio member of all all committees, unless otherwise provided in the bylaws;
- Respond to President, board, member and staff communications in a timely manner;
- Present annual meeting agenda and rules to the Board of Directors for approval to be forwarded to the delegates for adoption;
- Develop an association succession plan with the Executive Director ninety days prior to the new term;
- Attend National PTA Convention as a delegate (typically held in June);
- Attend National PTA-sponsored trainings and meetings for President-Elects; and
- Serve as federal legislative chair to National PTA which requires monthly conference call participation and attendance at annual National PTA Legislative Conference (typically held in March);

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President-Elect

COMMITMENT

- Attend three in-person meetings of the board of directors annually (typically held in September/October, February and July and tied to events when possible) and be available for conference calls or webinars as needed;
- Represent Texas PTA at the following events:
 - LAUNCH (typically held in July);
 - All-Committees Weekend (typically held in September, following election);
 - Rally Day at the Capitol (typically held in February when the Texas Legislature is in session);
- Attend Lone Star Leadership Weekend (typically held in June);
- Be available for frequent overnight travel;
- Be available for frequent conference calls and webinars;
- Represent Texas PTA as assigned by the President; and
- Assume presidency following term as President-Elect.

ELIGIBILITY

To be eligible for the office of President-Elect, a member must have served one term on the board of directors, either in the current term or the immediately preceding term.

PREFERRED SKILL SET

- Comprehensive knowledge of and passion for PTA;
- Strong leadership skills;
- Above average in-person and virtual presentation, written and verbal skills;
- Deadline-oriented;
- Problem solver;
- Experience and comfort working with the media;
- Professional appearance;
- Approachable demeanor to members; and
- Ability to work well with others.

SUPPORT

Work in partnership with the Executive Director, Director of Member Services, Government Affairs Consultant and Texas PTA Staff to execute the activities of the Advocacy and Governance Committees.

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President

TERM Two Years (July to July)

OBJECTIVE

Serve as chief elected officer to effectively lead and further the mission of the association.

RESPONSIBILITIES

- Chair the Texas PTA Board of Directors;
- Chair annual meeting of the membership;
- Chair the Human Resources committee;
- Appoint the chair and members of each standing committee and special committee, unless otherwise provided in the bylaws;
- Serve as an ex-officio member of all committees, unless otherwise provided in the bylaws;
- Appoint a parliamentarian to ensure that meetings of the board adhere to the bylaws and applicable rules and regulations;
- Advance the association through the implementation of the strategic plan;
- Work in partnership with the executive director and staff;
- Monitor the financial health and practices of the association;
- Plan and host All-Committees Weekend (typically held in September following election);
- Serve as primary spokesperson to advance association goals and objectives;
- Testify on legislative priorities;
- Approve all mass communications from board members;
- Assist and support the president-elect to successfully transition at the end of the term;
- Make volunteer assignments for Texas PTA events, programs and field services as needed;
- Facilitate conflict resolution with volunteers when needed;
- Respond to board, member and staff communications in a timely manner
- File signature with financial institutions;
- Sign contracts; and
- Serve as the Texas PTA representative for the National PTA Constituent Association Advisory Council.

COMMITMENT

- Chair three in-person meetings of the board of directors annually (typically held in September/October, February and July and tied to events when possible);
- Represent Texas PTA at the following events:
 - LAUNCH (typically held in July);
 - All-Committees Weekend (typically held in September, following election);
 - Rally Day at the Capitol (typically held in February when the Texas Legislature is in session);
 - Straight Talk at the Capitol (typically held in February when the Texas Legislature is not in session).
- Call and chair special meetings as needed;
- Attend Lone Star Leadership Weekend (typically held in June);
- Attend National PTA Convention, Legislative Conference, and other events as required;
- Be available for frequent overnight travel, including regular trips to the state office; and
- Conference call and webinar availability.

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President

ELIGIBILITY

To be eligible for the office of President, a member must have served as President-Elect immediately before assuming office.

QUALIFICATIONS

- Comprehensive knowledge of and passion for PTA;
- Strong leadership skills;
- Above average in-person and virtual presentation, written and verbal skills;
- Deadline-oriented;
- Problem solver;
- Experience and comfort working with the media;
- Professional appearance;
- Approachable demeanor to members; and
- Ability to work well with others.

SUPPORT

Work in partnership with the Executive Director and Texas PTA Staff to execute the activities of the association.

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