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
- Perform the duties of the President in the event the President is absent or temporarily unable to execute the duties of the office;
- Serve as aide to the President;
- Chair the Advocacy Committee;
  - Assign individuals for legislative testimony;
  - Work closely with governmental affairs consultant;
  - Work with committee to develop legislative priorities and plan biannual Rally Day;
- Chair the Governance Committee;
  - Ensure the committee’s goals and procedures support the adopted strategic plan;
- Support and exhibit loyalty to the association and its leadership;
- Represent Texas PTA as assigned by the President (external partnerships, task forces, media, etc.)
- Attend National PTA Convention as a delegate;
- Attend National PTA-sponsored trainings and meetings for President-Elects;
- Serve as federal legislative liaison to National PTA which requires monthly conference call participation and attendance at annual National PTA Legislative Conference;
- Work with board and staff to prepare, update, and monitor the association’s strategic plan;
- Serve as ex-officio member of all standing committees;
- 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 Executive Director ninety (90) days prior to the new term; and
- Perform other duties as assigned by the President

COMMITMENT
- Attend three in-person meetings of the Board of Directors annually (typically held in conjunction with the events listed below), 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 the 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);
President-Elect

• Be available for frequent overnight travel;
• Be available for frequent conference calls and webinars; and
• Assume presidency following term as President-Elect

ELIGIBILITY
To be eligible for the office of President-Elect, a member must have served at least one term on the Board of Directors immediately before assuming office.

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 solving;
• 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, Governmental Affairs Consultant, and Texas PTA Staff to execute the activities of the Advocacy and Governance Committees.