



everychild.one voice.®

Texas PTA State Office
408 West 11th Street
Austin, Texas 78701

1-800-TALK-PTA

txpta.org

Texas PTA 

@txstatepta 

@texas_pta 

Texas PTA 

SUMMARY OF RESPONSIBILITIES

President-Elect

TERM Two Years (July to July)

OBJECTIVE Support and learn all aspects for 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 the aide to the President;
- 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 legislation liaison to National PTA which requires monthly conference call participation and attends annual National PTA Legislative Conference;
- Chair the Advocacy Committee;
- Assign individuals for legislative testimony;
- Work closely with governmental affairs consultant;
- Work with committee to develop legislative priorities and plans biannual Rally Day;
- Chair the Strategic Planning Governance Committee*;
- Work with board and staff to prepare, update and monitor the association's strategic plan;
- Ensure the committees' charters support the adopted strategic plan;
- Serve as ex-officio member of all standing committees;
- Respond to President, board, member and staff communications in a timely manner;
- 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.



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SUMMARY OF RESPONSIBILITIES

President-Elect

COMMITMENT

- Attend three meetings of the board of directors annually (1-2 days duration including events);
 - Rally Day at the Capitol (typically held in February);
 - LAUNCH (typically held in July);
 - Fall board meeting (typically held in October);
- Attend All-Committees Weekend following election in July (2-3 days duration);
- Attend Lone Star Leadership Weekend (typically held in June);
- Frequent overnight travel;
- Conference call and webinar availability; and
- Represent Texas PTA as assigned by the President.

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;
- Demonstrates strong leadership skills;
- Above average presentation, written and verbal skills;
- Deadline-oriented;
- Experience and comfort working with the media;
- Professional appearance;
- Approachable demeanor to members; and
- Ability to work well with others.

*Proviso – pending approval of proposed Texas PTA Bylaws amendments by the delegates on July 20, 2018