

PRESIDENT

Qualifications:

- Be a current member of PTA.
- Have previously served at least one term as a member of the Utah PTA Board of Directors.
- It is strongly recommended to have served one term as the president of a local PTA and have served at the council and region levels.
- It is strongly recommended that a nominee has served on the Utah PTA Finance, Bylaws, and Convention Committee.
- It is strongly recommended that a nominee has previously served one term as an officer or has served on the Executive Committee of the Utah PTA Board of Directors.
- Have skills in conflict management.
- Have a knowledge and understanding of PTA programs.
- Be familiar with and knowledgeable about education and legislative issues.
- Have a working knowledge of parliamentary procedure (use Robert's Rules of Order), the bylaws, and standing rules.

Job Description:

1. Know and support the mission of Utah PTA.
2. Be the official spokesperson of Utah PTA.
3. Utilize and update position procedure book and other materials and be ready to pass on to successor.
4. Review and update website pages related to this position on a regular basis.
5. Serve as a chair of the Utah PTA Board of Directors, Board of Managers and Executive Committee.
6. Coordinate the orientation of new board members.
7. Represent Utah PTA on various outside advisory boards and committees or appoint other board members to serve on these committees as deemed appropriate.
8. Oversee communications and publications of Utah PTA.
9. Direct the management of the Utah PTA office and staff with the assistance of the President-elect.
10. Train the Board of Directors and Board of Managers in conjunction with the President-elect and Director of Leadership.
11. Assist with field service training as needed.
12. Work with the President-elect to develop relationships with Utah PTA sponsors and partners and have a working knowledge of different accounts.
13. Oversee the creation, approval from the board, and execution of MOUs.
14. Serve on the Utah Public Education Coalition.
15. Coordinate partnership with the Utah State Board of Education, including appointing appropriate board members to committees as requested by the state Office of Education.
16. Perform National PTA duties and attend committees as required or invited.
17. Submit amended Utah PTA Bylaws or a letter indicating no amendments were approved following the National PTA procedure.
18. Oversee the Utah PTA Leadership Convention in consultation with the Convention chair.
19. Prepare an annual report to be presented at the annual Leadership Convention and to be given to the Utah PTA History Chair to be filed with historical records.
20. Present the incoming president with the Utah PTA president's medallion at the installation meeting and gavel engraved with their name and term of office.
21. Recognize board members annually.