

# President-elect

## Executive Committee

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As a member of the Utah PTA Board of Directors and as a Utah PTA Executive Committee member (Officer), the President-elect shall become familiar and comply with the Utah PTA bylaws and standing rules, particularly the Board and Executive Committee Responsibilities in the Utah PTA Board of Directors Handbook.

### **Past PTA experience requirements to be elected Utah PTA President-elect:**

1. Be a current member of PTA.
2. Have previously served at least one (1) complete term of the Utah PTA Board of Directors
3. It may be helpful if a nominee has served one (1) term as the President of a local and as a Region Director or Associate Director.
4. It may be helpful if a nominee has served on the Utah PTA Finance, Bylaws and Convention Committees.
5. It may be helpful if the nominee has previously served one (1) term as an office or have served on the Executive Committee of the Utah PTA Board of Directors.

### **Job description of the Utah PTA President-elect:**

1. Serve as a member of the Utah PTA Executive committee.
2. Serve on the following Utah PTA Committees: Arts Grant, Bylaws, Communications, Core Convention, Finance, Legislative Action, Leadership, Membership and Resolutions.
3. Chair the Utah PTA Leadership Convention during the first year of term
4. Attend community committee meetings with the President or as assigned to attend.
5. Attend meetings with the President, and in the place of the President when requested or in the absence of the President. Conduct meetings if needed in the absence of the President.
6. Assist the President with the management and hiring of the office staff
7. Prepare the long-range calendar for Leadership Convention
8. Fulfill specific Leadership Convention responsibilities
9. Have knowledge and understanding of Utah PTA Bylaws and Standing rules
10. Coordinate with the Executive committee, the reviewing and revising of the Standing Rules with assistance from the Board of Directors.
11. Be familiar with and knowledgeable about education and legislative issues.
12. Have a working knowledge of Microsoft Word; PowerPoint Google Docs, Sheets, Drive, and Forms; and how to create a PDF or JPEG.
13. Be familiar with the Utah PTA website
14. Have a knowledge and understanding of PTA programs.

15. Be able to develop a relationship with Utah PTA sponsors and have a working knowledge of different accounts.
16. Be able to write an MOU.
17. Have skills in conflict management.
18. Assist the President in coordinating building maintenance with the office staff.
19. Have keys to the Utah PTA office and know the alarm code.

### **Procedure Book for Utah PTA President-elect:**

1. Serve as a member of the Utah PTA Executive Committee
2. Serve on the following Utah PTA committees: Arts Grant, Bylaws, Communications, Core Convention, Finance, Legislative Action, Leadership, Membership and Resolutions committees as an ex-officio member with voice and vote
3. Attend other meetings and committees of which the President is a member, without voice or vote or a seat at the table unless the President is absent or the committee decides otherwise
4. Attend meetings with the President as it is important to be recognized and to establish relationships with committee members. Learn the names of the committee members and pay attention to the discussion.
5. Assist the President with the management of the office staff by attending staff meetings, signing checks, interviewing staff members and helping to resolve problems and issues. Be in communication with staff members and get updates on projects.
6. Help be a liaison between the Board of Directors and staff.
7. Assist with field service training to the regions as requested.
8. Meet with potential sponsors and partners along with the President.
9. Assist the President in Board of Directors training for July.
10. Coordinate, with the Executive Committee, the committee meeting schedules for the year. Communicate meeting times with the Office Coordinator to be scheduled on the calendar and rooms reserved.
11. Fulfill specific convention assignments:
  - A. Assist the President in presenting training workshops for council and local Presidents and Presidents-elect
  - B. Serve as a liaison to new Board members at the Utah and National PTA Conventions
  - C. For the outgoing President, arrange for a token of appreciation to be presented at the Board dinner and order the past President's medallion to be presented at the installation ceremony at the Leadership Convention.
  - D. Assist the President in fulfilling his duties, making decisions, and in any other way needed
12. Prepare the long-range calendar: this is a tentative calendar to be included in the Leadership Convention packets.
13. Participate in the National PTA State President-elect webinars and conference calls.