

Utah PTA Board of Directors - Executive Committee

President-elect

As a member of the Utah PTA Board of Directors and Executive Committee (officer), the President-elect shall become familiar and comply with the Utah PTA bylaws and standing rules, including the Board and Executive Committee responsibilities on pages 61 and 68 respectively of this Utah PTA Board of Directors Handbook.

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

1. Have previously served at least one (1) complete term on the Utah PTA Board of Directors
2. Have previously served one (1) term as the President of a local and as a Region Director or Associate Director
3. Recommend strongly having served on the Finance, Bylaws, and Convention Committees

Job description of the Utah PTA President-elect:

1. Serve as a member of the Utah PTA Executive Committee (See page 68)
2. Serve on the following Utah PTA committees: Finance, Bylaws, Communications, Leadership, Engaging Minority Leaders, FEP, FSP, LAC, Sponsorships and Partnerships, and Core Convention
3. Chair the Utah PTA Leadership Convention during the first year of term
4. Attend community committee meetings with or as assigned by the President
5. Attend meetings with the President, and in the place of the President when requested, and 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
8. Fulfill specific convention responsibilities
9. Participate in the National PTA state President-elect webinars and conference calls

Procedure book for Utah PTA President-elect:

1. Serve as a member of the Utah PTA Executive Committee (See page 68)
2. Serve on the Utah PTA committees listed above 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 at meetings with the President as this is important in the training of the President-elect. In order to be an effective member of the committees at the beginning of the term of office, learn the names of the committee members and pay close attention to what is being discussed
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
6. Fulfill specific convention assignments:
 - A. Assist the President in presenting training workshops for council and local presidents and presidents-elect, if combined, or if separate, teach the president-elect workshop
 - 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
 - D. Assist the President in fulfilling his duties, making decisions, and in any other way needed

7. Prepare the long-range calendar
 - A. Prepare the tentative long-range calendar to be included in the convention packet and finalize the calendar, in consultation with the President and the Secretary, to be included in the Utah PTA Directory for July Board meeting
8. Fulfill specific convention responsibilities
9. Participate in the National PTA state President-elect webinars and conference calls