

PRESIDENT-ELECT

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. Utilize and update position procedure book and other materials and be ready to pass on to successor.
3. Review and update website pages related to this position on a regular basis.
4. Serve as a member of the Utah PTA Board of Directors, Board of Managers and Executive Committee.
5. Utilize and update position procedure book and other materials and be ready to pass onto successor.
6. Serve as a member of the Arts Grant, Awards, Bylaws, Commissioners, DIO, Finance, Grants, Leadership, Legislative Advocacy, Programs, Resolutions and Student Leadership Committees and the Givebacks Subcommittee.
7. Chair the Utah PTA Leadership Convention Committee.
8. Attend community committee meetings with the president or as assigned.
9. 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.
10. Attend National PTA committees and events as invited.
11. Assist the president with the management and hiring of the office staff.
12. Assist the president in training of the Board of Directors and Board of Managers in conjunction with the Director of Leadership.
13. Assist with field service training as needed.
14. Coordinate with the Executive Committee, the reviewing and revising of the standing rules with assistance from the Utah PTA Board of Directors.
15. Work with the president to develop relationships with Utah PTA sponsors and partners and have a working knowledge of different accounts.
16. Assist the President with the creation and execution of MOUs with approval from the board.
17. For the outgoing president, arrange for a token of appreciation to be presented at the board dinner of convention and order the past president's medallion to be presented at the installation ceremony at the Leadership Convention.
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