

**When applying for the office of President-elect, you are also applying for President as the President-elect automatically succeeds to the office of President. Please look over both job descriptions as both will apply.**

# PRESIDENT



## - Official Job Description

### 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. Oversee the Legislative session with the Advocacy VP by
  - a. approving any prepared statements to be made by LAC members.
  - b. taking bill positions with the Advocacy VP if time does not allow for recommendation by LAC and approval by the Executive Committee due to the nature of the legislative session.
15. Serve on the Utah Public Education Coalition.

16. Coordinate partnership with the Utah State Board of Education, including appointing appropriate board members to committees as requested by the state Office of Education.
  17. Perform National PTA duties and attend committees as required or invited.
  18. Submit amended Utah PTA Bylaws or a letter indicating no amendments were approved following the National PTA procedure.
  19. Oversee the Utah PTA Leadership Convention in consultation with the Convention chair.
  20. 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.
  21. 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.
  22. Recognize board members annually.
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# **PRESIDENT-ELECT**

## **- Official Job Description**

### **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

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## A Guide for Prospective Board Leaders

Serving on the Utah PTA Board is more than holding a title. Every Board member is part of a leadership team responsible for advancing the mission of Utah PTA, supporting local and council PTAs, advocating for children and families, and helping carry out the work of the association.

This guide is designed to help prospective candidates understand the **scope, expectations, meetings, responsibilities and approximate time commitment** associated with each position before agreeing to serve.

The individual job descriptions in the Governance Handbook remain the official description of each position. This guide is intended to provide a more practical picture of what service looks like.

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### What this position really means for President

The President is the chief executive officer and the primary leader responsible for coordinating the entire Utah PTA organization.

## Major responsibilities

- Serve as official spokesperson for Utah PTA.
- Chair the Board of Directors, Board of Managers and Executive Committee.
- Coordinate the work of officers, directors, commissioners, representatives and committees.
- Oversee Utah PTA staff and office operations with the President-elect.
- Coordinate Board orientation and training.
- Represent Utah PTA with outside organizations and partners.
- Oversee communications and publications.
- Oversee MOUs and organizational partnerships.
- Work with the Advocacy Vice President during the legislative session.
- Coordinate Utah PTA's relationship with the Utah State Board of Education.
- Fulfill National PTA responsibilities.
- Oversee Leadership Convention.
- Recognize and support Board members.
- Provide organizational leadership throughout the year.

## Meetings/Events

- Board of Directors — at least 9/year
- Board of Managers — at least 3/year
- Executive Committee — at least once a month
- Leadership Convention
- Advocacy Conference
- National PTA activities
- Community/partner meetings
- Other meetings as required

## Approximate time commitment

**40-60+ hours a week** with substantially higher demands during convention, legislative session and major organizational initiatives.

**Reality check:** This is effectively a year-round leadership position rather than a traditional once-a-month volunteer position.

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## What this position really means for President-elect

The President-elect is both the President's primary support and the person preparing to lead Utah PTA in the future.

## Major responsibilities

- Serve on the Board of Directors, Board of Managers and Executive Committee.

- Chair the Leadership Convention Committee.
- Serve on numerous organizational committees.
- Assist the President with staff management and office operations.
- Step in for the President when needed.
- Conduct meetings when necessary in the President's absence.
- Assist with Board training and orientation.
- Help coordinate standing rule revisions.
- Help manage sponsors, partners and MOUs.
- Attend National PTA activities as invited.
- Participate in community meetings and organizational partnerships.
- Assist with transition and building/office responsibilities.

## Meetings/Events

- Board of Directors — at least 9/year
- Board of Managers — at least 3/year
- Executive Committee — regular meetings throughout the year
- Leadership Convention Committee - chair
- Multiple standing/working committees
- Leadership Convention
- Advocacy Conference and other conferences as applicable
- Meetings with President and community partners

## Approximate time commitment

**40-60+ hours a week** increasing substantially during convention planning and major organizational projects.

**Reality check:** This is not a “President-in-waiting” position. It is an active leadership position. The President-Elect years are an opportunity to learn the organization from a broader perspective while actively supporting the current President and Board. You will be expected to understand what is happening across Utah PTA—not just within your assigned area—and begin preparing to lead the organization in the future.

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# What Every Board Member Should Know

Regardless of position, Board service includes several responsibilities that are easy to underestimate.

## Every Board member is expected to:

- Support the mission, purposes, policies, positions, bylaws and standing rules of Utah PTA.

- Act as an ambassador for PTA.
- Attend Utah PTA board meetings, conventions, conferences and training meetings.
- Participate in informed decision-making and policy development.
- Respond to PTA communication in a timely manner, including checking email regularly.
- Participate in field service, training and legislative efforts as requested.
- Be aware of local PTA needs and perspectives.
- Serve on committees, commissions or in other capacities as assigned or elected.
- Report regularly on programs, projects or committee work.
- Travel as necessary to fulfill responsibilities.
- Maintain and update a procedure book and resources for the position.
- Orient the next person who holds the position and transfer materials at the end of the term.
- Track and report volunteer hours.
- Work within the approved budget.
- Maintain confidentiality.
- Communicate professionally and respectfully.
- Support Board decisions once they have been adopted.
- Follow the expectations of Robert's Rules of Order, Utah PTA bylaws and standing rules.

The board governance handbook specifically identifies the Board's duties of **obedience, care and loyalty** and states that the Board accomplishes the work of Utah PTA through committees, programs and events.

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## Board culture and norms

A Utah PTA Board member should be prepared to:

### **Be professional.**

Listen to different perspectives, disagree respectfully, give feedback directly and address problems rather than allowing them to grow.

### **Be prepared.**

Read materials before meetings, complete preparation outside of meeting time, arrive ready to participate and bring questions or recommendations when appropriate.

### **Be engaged.**

Meetings are working meetings. Board members are expected to remain engaged, avoid side conversations and give the business of PTA their attention.

### **Be accountable.**

Meet deadlines, complete assignments, communicate when challenges arise and follow through on commitments.

### **Be a team member.**

A position is not an independent program. Board members work within the larger structure of

Utah PTA and coordinate with staff, officers, directors, commissioners, committees, regions, councils and local PTAs.

**Represent PTA.**

When serving in an official capacity, Board members represent Utah PTA rather than simply themselves.

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## **BEFORE YOU SAY YES**

*A prospective candidate should be able to answer:*

**Do I have the time?**

Can I consistently attend required meetings, prepare beforehand, participate in committee work and complete assignments?

**Do I understand the scope?**

Do I understand that the position includes responsibilities beyond the items listed in the job description?

**Can I work as part of a team?**

Am I comfortable listening to differing opinions, working through disagreement and supporting decisions once the Board has acted?

**Am I willing to learn?**

Am I willing to learn Utah PTA's structure, policies, bylaws, programs and expectations?

**Can I follow through?**

Can I meet deadlines, respond to communication and complete the work associated with the position?

**Can I represent Utah PTA?**

Am I prepared to represent the organization professionally and consistently with its mission, policies and positions?

**Do I have the capacity for the seasonal demands?**

Some positions may be relatively manageable during one part of the year and require significant additional time during convention, legislative session, membership campaigns or program seasons.