



## **WSPTA President**

*Qualifications (per WSPTA Uniform Bylaws Article 7, Section 3)*

- Must be a member of a local PTA.
- Shall have served on the WSPTA board of directors for at least two years.

### *Basic Functions*

Serves as chief elected officer, representing the entire membership and the best interests of the association. Maintains open communication with and exercises personal leadership in the motivation of other officers, board members, committee members, and the membership-at-large. Influences the establishment of objectives during term of office for the accomplishment of the long-range goals of the association. Acts as spokesperson and inspirational leader and takes part in monitoring and evaluating organizational performance and effectiveness.

### *Duties, Responsibilities, and Authority*

Consistent with the *Articles of Incorporation, WSPTA Uniform Bylaws, WSPTA Strategic Plan, WSPTA Policy Manual, and WSPTA Board of Directors Handbook*, the president:

- Attends, and presides at, all meetings of the board of directors and executive committee, as well as convention, board retreat, board education workshops, leadership conference, legislative assembly, and other state events.
- Oversees region director trainings, with main planning and execution of events falling to the vice president, area vice presidents and leadership director.
- Manages the staff and oversees the annual evaluation process per policies.
- Coordinates agenda material with the executive committee.
- Sees that the board of directors and executive committee are kept informed on the conditions and operations of the association.
- Works to see that basic policies and programs designed to further the mission and goals of the association are planned, formulated, and presented to the executive committee and the board of directors.
- Delegates responsibilities to board of directors' members; appoints chairs of association committees (with approval of executive committee); outlines the purpose and duties of committees; and monitors progress of association programs, projects, activities, and committees.

- Serves as an ex-officio member of all association committees and task forces except the nominating committee.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Promotes interest and active participation in the association on the part of the membership and reports activities of the board and the association to members and others by means of letters, publications, speeches, blogs, and personal contact and visibility.
- Represents the association at meetings of the National PTA and other organizations. Appoints members to represent WSPTA as delegates to National PTA events as needed.
- Acts as spokesperson for the association to the press, legislative bodies, and other organizations, and actively pursues productive partnerships and relationships.
- Provides written and oral reports to the board.
- Participates in National PTA NCAAC and state president meetings.
- Oversees compliance with WSPTA's compliance with National PTA's standards of affiliation.
- Works with parliamentarian to ensure that state meetings are run according to WSPTA bylaws, policies, and pertinent laws.
- Manage human resources and supervising other office staff.
- Oversee and manage outside contractors including lobbyist, parliamentarian, IT, landlord, and others to ensure the smooth operation of the office.
- Maintain employee handbook with input and support from the Executive Committee.
- Maintain staff member job descriptions with input from the Executive Committee.
- Perform annual staff performance reviews with input and support from the Executive Committee.
- Ensure that all human resource activities are aligned with best practices and are properly documented.
- Maintain employment records.
- Working with the Executive Committee, maintain office staff by recruiting, selecting, orienting, and training employees.

### *Relationships*

- Responsible to the board of directors and to the membership for seeing that programs and policies of the association reflect the needs of the membership.
- Consults regularly with the executive committee and members of the board of directors.
- Consults with WSPTA staff as needed.

- Consults with paid consultants as needed.