



## Officer Responsibilities

*Revised 2011*

*Revised 2019 DMR*

### **PRESIDENT**

- Works with the office staff in scheduling meetings of the executive committee and the board.
- Insures that Meeting dates are announced thirty (30) days prior to the meeting. The call shall be sent to members at least fourteen (14) days prior to the date of the meeting. The agenda included with the call shall provide time for the consideration of business from the floor and progress reports on program activities.
- Presides at meetings of the Alabama PTA, Board of Directors, and Executive Committee.
- Writes notes of greeting to all new board members.
- Approves all form letters and materials written by committee chairs and executive committee members.
- Must Be familiar with the activities of the state office.
- Add his/her signature to all Alabama PTA bank accounts immediately upon taking office.
- Responsible for approving expense sheets of all board members and staff.
- Selects a parliamentarian who shall be approved by the Executive Committee.
- Coordinates the work of the officers and committees in order that the Objects of Alabama PTA may be promoted.
- Gives prior approval for excessive expenses for conferences and workshops . (NOTE: Items in this category and all other categories not included in the adopted budget shall be brought to the executive committee for consideration before expenses are incurred for such activity .
- Approves all bills related to annual convention.
- Publishes an annual report in the Alabama PTA enewsletter.
- Makes an annual report at the state convention if required.
- Presents to the executive committee for approval, all commercial exhibitors and exhibits of cooperating agencies, as well as exhibits of standing committee chairs, for any meeting.
- Serves as ex officio member of all committees except the committees on nominations and elections.
- Appoints special committees as necessary.
- Attends the National PTA Convention which follows your election.
- Represents Alabama at National level
- Authorizes publicity from meetings of the board.
- Attends or sends representatives to meetings from which Alabama PTA would benefit or to which Alabama PTA could be a contributor
- Present president's pin to incoming president at the time of installation.
- Send notes of appreciation to board members.
- Deliver to successor all official material within ten (10) days following the close of the convention your term of office expires .
- Performs other duties as provided in the Alabama PTA bylaws, prescribed by the Robert's Rules of Order, directed by the president, and board of directors and/or executive committee.
- President is the supervisor of the office manager and office staff.
- President is the official signatory of all contracts.

*3066 Zelda Rd., PMB 252, Montgomery AL 36106 MAILING ADDRESS*

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*334-834-2501*

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### **VICE PRESIDENT FOR LEGISLATION AND ADVOCACY**

- Acts as an aide to the president.
- Serves as chair of the Legislative Committee Plans and facilitates Legislative Advocacy Day with office staff and president.
- Presents a plan for organizing legislative activity within the state and national guidelines.
- Responsible for compiling and distributing, with the assistance of the office manager, the
- president, and the Legislative Committee, an analysis of legislative activity, as needed.
- Deliver to successor all official material within ten (10) days following the close of the convention your term of office expires.
- Performs other duties in accordance with the Alabama PTA bylaws, prescribed by the parliamentary authority, directed by the president, board of directors, and/or executive committee.

### **VICE PRESIDENT FOR LEADERSHIP DEVELOPMENT**

- Acts as an aide to the president
- Oversees the following committees: Exceptional Child, Elementary Parent and Family Involvement, Reading Services, and Secondary Parent and Family Involvement.
- Plans and facilitates Summer Leadership Training.
- Conduct s council presidents training workshops.
- Deliver to successor all official material within ten (10) days following the close of the convention your term of office expires.
- Perform other duties in accordance with the Alabama PTA bylaws, prescribed by the Robert's Rules of Order, directed by the president, board of directors, and/or executive committee.

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### **VICE PRESIDENT OF MEMBERSHIP**

- Acts as an aide to the president.
- Coordinate and direct the activities of the state membership, state extension plan.
- Work collaboratively with the president and board of directors, prepare and implements an annual membership plan of action to include numerical goals, marketing, recruitment, outreach, and support.
- Report membership activities and progress to the board quarterly .
- Oversees field service representatives.
- Provides membership resources and information to units and councils in a timely manner.
- Work with local membership chairs to support their efforts in achieving their goals.
- Assists in formation of new councils.
- Deliver to successor all official material within ten (10) days following the close of the Convention your term of office expires.
- Work closely with MemberHub Coordinator to implement and assist membership with MemberHub data base.
- Perform other duties in accordance with the Alabama PTA bylaws, prescribed by Robert's Rules of Order, directed by the president, board of directors, and/or executive committee.

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### **VICE PRESIDENT OF PROGRAMS**

- Acts as an aide to the president.
- Oversees the work of the following committees: Awards, Cultural Arts, and Communications.
- Coordinate convention planning with office manager and Local Arrangements Committee Chair(s).
- Sends thank you notes to convention program participants.
- Deliver to successor all official material within ten (10) days following the close of the convention your term of office expires.
- Performs other duties in accordance with the Alabama PTA bylaws, prescribed by the Robert's Rules of Order, directed by the president, board of directors, and/or executive committee.

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