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Heritage PTSO President Job Description

Purpose

The president is elected by the organization to be its official representative. The president leads democratically, sharing the leadership role with other executive officers and chairpersons.

Job Responsibilities and Accountabilities

- Presides at all meetings of the association and executive board and assumes full responsibility for the operation of the PTSO.
- Creates an environment of mutual respect in which everyone feels free to participate fully in discussing issues and making decisions.
- Remains impartial as the presiding officer, expressing no personal opinions.
- Puts the goals of the organization before personal goals.
- Discovers and utilizes the special talents and abilities of members.
- Delegates responsibility and gives to those so delegated the opportunity to do the job, offering help if needed.
- Expresses appreciation in all efforts.
- Respects the opinions of others and is sensitive to their feelings.
- Strives to improve leadership skills.
- Knows and follows the bylaws of the association.
- Appoints chairpersons and committees with the approval of the executive board in accordance with the bylaws and standing rules.
- Provides a representative board by seeking suggestions from other officers, the principal and the teachers.
- Consults with the school principal on all matters relating to the school.
- Ensures that minimal time and effort is requested on the school personnel and the students during school hours.
- Encourages teachers to participate.
- Includes students on appropriate committees and projects in PTSO as the secondary level.
- Provides opportunity for members to establish organizational goals early in the year.
- Encourages program and finance committees to meet early to plan for the coming year.
- Schedules meetings of the executive board as necessary.
- Prepares agenda with copies for at least the executive board.
- Opens and closes meetings on time.
- Consults officers and chairpersons before each meeting to learn who has reports to give and to ensure all arrangements are ready as planned.
- Shares fiduciary responsibility for PTSO finances by working closely with the Treasurer regarding financial decisions.