President's Guidelines and Procedure Book

ARTICLE VIII: DUTIES OF OFFICERS

Sect. 1 The president shall:

- Preside at all meetings of this council PTA.
- Appoint chairman of special committees, unless such committees are to be designated by the Executive committee of the Council.
- Serve as an ex-officio member of all committees except the nominating committee.
- Coordinate the work of the officers and committees of this council PTA in order that the Purposes may be promoted.
- Serve on the Clarence J. Carpenter Memorial Fund Board by virtue of the office.
- The President shall report to the Missouri PTA through the Regional Director.
- Assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the Missouri PTA plan.
- Call a meeting within thirty days after the annual meeting as prescribed in the Article X, Section 5.
- Appoint a parliamentarian, if desired.

Sect. 6 All officers shall:

- perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or executive committee or board.
- turn over to the president (with the exception of Treasurer and Ways & Means Chairman) within ten days after the annual May meeting, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all receipts and funds pertaining to the office upon the expiration of the term of office or in case of resignation.

Other Duties Shall Include:

a. Shall be a signer on the signature card at the bank and sign checks with the treasurer as needed.
b. Set meeting dates for the next school year.
    - Contact venue with dates to set schedule.
    - Share the dates with SJSD administration, Clippings Editor, Executive committee, Family/Community engagement chair,
c. President and treasurer shall be the Ways and Means committee, working with B & J Skate center and Major Savers.
d. Sign contracts:
    - B&J Skate Center
    - Major Savers
e. Set summer meeting dates:
    - executive committee
    - chairman
f. Collect the plans of work from executive committee and chairman.
g. Shall submit articles to Clippings as assigned. Keeping one copy for this procedure book.
h. Be a member ex officio except the nominating committee.
i. Shall serve on awards committees:
    - Character & Spiritual Leader Scholarship
    - The St. Joseph PTA Council Lifetime PTA Leadership Award
    - Outstanding Unit Award
    - Principal of the year Award
j. Shall be a delegate to the MO PTA State Convention.
k. Shall be a delegate to the National PTA Convention.
l. Shall be a delegate to the MO PTA Leadership Conference training.
m. Shall perform the duties outlined in the bylaws and standing rules.
n. Study the bylaws to familiarize yourself with procedure.
o. Create agenda's for executive and general monthly meetings.
p. Keep files/procedure book of this office up to date.
q. At the end of each year - an annual report must be written and placed in this procedure book to pass along to the next person.

Sections of Procedure book should be…

- PTA Mission and Purposes.
- List of your board and chairman with contact info; including State PTA President, Regional Director and State office.
- Year calendar.
- List of meeting dates and times.
- Current bylaws and standing rules.
- School district contact info.
- Ledger sheet for expenditures.
- Budget with explanation.
- A section for each of the VP's and their chairmanships. Should have their duties and plans of work for each.
- Section on fundraising contract(s).
- Section for PTA newsletter (if you have one).
- Forms section with motion forms, reimbursement forms, mileage forms, end of year reports.
- Correspondence received.
- Section for agenda's.
- Section for executive board minutes.
- Section for general meeting minutes.
- Section for treasurers reports and end of year reports.