

General Job Description

President – Elect

Basic Functions:

Serves as an elected officer, representing the membership and best interest of the association.

Maintains open communication with and exercises personal leadership in the motivation of the other officers, board members and membership –at-large.

Takes part in monitoring and evaluating organizational performance and effectiveness.

Is, or is willing to become, familiar with the function of Oregon PTA and National PTA.

Duties, Responsibilities and Authority:

- Be first in succession to the President.
- Create an annual plan of work, with goals and actions, prior to July 1st.
- Attend all meetings of the Board of Directors, Executive Committee, Convention and State Board workshop/training sessions.
- Study specific activities and duties of office and perform these activities and duties in a timely and professional manner.
- Work directly with the President to receive direction, training and support so that he/she may understand all phases of operations of the Oregon PTA.
- Assist the President in developing the agenda for General Sessions of the annual state convention.
- Assist the president in studying the program of work of the Oregon PTA, consider the need for various committees, and study committee plans of work to discover if there is duplication or overlap, and make recommendations to the Standing Rules Committee.
- Represent Oregon PTA at the President's request.
- Assist the President in selecting the Oregon PTA delegates to the National Convention.
- Be a National PTA delegate the year he/she succeeds to the Presidency, with all appropriate expenses paid.
- Serve as chair of the Bylaws, Communication, Diversity & Inclusion and Strategic Planning Committees; and as a member of the State Office and Budget & Finance Committees.
- Provide a written report at all Board of Director meetings and as requested by the President.
- Provide an annual report to the state convention body.
- Succeed as President of Oregon PTA, upon completion of term.

