

**Understanding the written word on the Office of Vice President:**

**1.) Local Unit Bylaws, Revised January 2009**

**ARTICLE VII: DUTIES OF OFFICERS (Page 4)**

187 **Section 2.** The vice president(s) shall:

188 a. Act as aide(s) to the president;

189 b. In their designated order perform the duties of the president in the president's absence or inability to serve; and

190 c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or

191 directed by the president, the Board of Directors, or the Executive Committee.

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**2.) Georgia PTA Leadership Resource**

• **Vice President**

- May be called upon at any time to assume - temporarily - the place of the president.
- Should make a thorough study of the president's duties and responsibilities and be familiar with the work of the association.
- A strong vice president can and should be the president's "right hand," acting as an aide and assuming assigned responsibilities.

• **The Vice President shall**

- Preside at meetings in the absence of the president/president elect or upon their inability to serve.
- Perform the duties of the president in the absence of the president and the president elect or upon their inability to act.
- Act as an assistant to the president and assumes responsibility for duties assigned by the president.
- Perform any other specific duties that may be provided for in the bylaws.
- Represent the president upon request.
- Attend all training opportunities offered by the council, district and Georgia PTA.
- When there is more than one vice president
  - Designate specific duties for each, such as vice president of education or vice president of legislation.
  - Serve as program chairperson
  - Coordinator for major projects that involve several committees
  - Act as liaison to outside groups that may desire a connection with a local unit
  - If each is responsible for overseeing specific committees- should have connecting areas of responsibility.

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- Vice presidents can be helpful in strengthening communication within the board of directors as well as within the general membership and other entities in the school community and system.

Please refer to your Local Unit Bylaws for more specific information about the Vice President's duties.

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**Important Information you need to know for success:**

- **Executive Committee**
  - Members Consist of the:
    - Officers of the PTA/PTSA
    - Principal of the school or a representative appointed by the principal to represent him or her. (must be a PTA member)
  - The Executive Committee *appoints* other members of the Board of the Directors, and differs from the other Board of Directors' members in that the officers are *elected* by the general membership.
- **Duties of the Executive Committee**
  - Approve chairpersons and members of the standing committees
  - Approve the plans of work of the standing committees
  - Schedule board and association meetings
  - Approve routine bills within the limits of the budget
  - Conduct the business of the PTA between board meetings
  - Develop goals for the association for presentation to the board of directors and general membership for approval
  - Make a report of the Executive Committee action items at each board meeting.

Keep minutes for Executive Committee meetings. The Executive Committee minutes are not read at general meetings or Board of Directors meetings, but committee actions are reported to the Board of Directors.

Please refer to your Local Unit Bylaws, for specific information about the Executive Committee.

The Parliamentarian, appointed by the president, attends the meetings of the Executive Committee.



- **Board of Directors**

- Consists of
  - Officers of the association (elected)
  - Chairpersons of standing committees (appointed)
  - Principal of the school or a representative appointed by the principal to represent him or her
  - Parliamentarian – *appointed by the president*

- **Duties of the Board of Directors**

- Transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
- Create or dissolve standing or special committees.
- Present a report at the regular meetings of the association.
- Select an auditor or an auditing committee to audit the treasurer's accounts.
- Prepare and submit a budget for the fiscal year to the association for adoption.
- Approve routine bills within the limits of the budget.
- Fill all vacancies in office.
- Conduct hearings for removal from office.

The Board of Directors does not have the authority to make or authorize expenditures that are not in the budget. All money spent must be voted on by the membership.

Keep minutes for Board of Directors meetings. The Board of Directors minutes are not read at general meetings, but committee actions are reported.

Please refer to your Local Unit Bylaws for more specific information on the Board of Directors.

The Parliamentarian attends the meetings of the board of directors.

- **President Elect (If applicable)**

- **Shall**
  - Work under and in cooperation with the president and fulfill such other duties as may be assigned by the president.
  - Perform the duties of the president in the president's absence or inability to act.
  - Perform such other duties as may be provided for in the bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors or Executive Committee.


Please note that most local units do *not* have a President Elect. This office is helpful at the national and state PTA level; however, the office of President Elect may not be a practical or advisable position for local unit and council PTAs.

- **President**
  - Is elected by the local unit members to direct the affairs of the association in cooperation with the other members of the executive committee and to represent its members.
  
- **The President Shall:**
  - Fulfill specific responsibilities as outlined in the local unit bylaws and the Leadership Resource
  - Act as Administrative Officer for the PTA/PTSA
  - Act as Presiding Officer for the PTA/PTSA
  - Have a procedure book
  - Have a President's checklist – after the election to the end of the year
  - Be organized and begin planning
  - Conduct all PTA meetings (Executive, Board of Directors, General Assembly)
  - Know the available resources

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**Thinking about the role of president?**

- **Preparing for the role of president**
  - Attend Georgia PTA Convention/Leadership Training. Attend schools of information and workshops offered by your council and district. At each of these events, involve as many officers, chairpersons and members as possible.
  - Be sure the names and addresses of all officers have been submitted online to the state office by May 15, even if any officers are serving a second term.
  - Be familiar with PTA Mission and Purposes, policies, principles and duties.
  - Learn parliamentary procedure.
  - Read your unit's bylaws.
  - Obtain and read last year's reports, materials, publications, and procedure book.
  - Talk with former officers and committee chairs to learn from their successes or failures.
  - Talk with your principal and other school personnel.
  - Network with other PTA presidents in your council and district.
  - Make a concerted effort to understand legislative issues affecting children.
  - Evaluate the year's work with specific suggestions for improvements.
  - Identify and read other resource materials you have found to be helpful.



## **Leadership in your PTA**

**What:** Leadership is learning and practicing skills that engage members of a group to make a commitment. This commitment is time and energy invested to accomplish the goals of the group. In PTA, it is working together with others as advocates for children.

**Why:** Children are the future of our communities. The quality of their education and school experiences will determine the future of their lives and the quality of our communities.

**Who:** Anyone and everyone who is involved and interested in the students in your school can be part of the PTA experience. This includes every member of your PTA board, committees, general membership, school staff and administration, neighbors, community members, businesses that serve your school community and extended families of your students.

**When:** Every time you have a chance, anytime you are willing to give a little more and sometimes when you would rather not, set an example for others through your volunteer leadership. Be a champion for children for others to follow and emulate.

### **How can you be a better Leader?**

- Listen to all interests and concerns.
- Ask questions to clarify interests and concerns.
- Actively work to include all members of your school population.
- Think about what you have learned.
- Provide opportunities for members to discuss, provide input, and accomplish goals.
- Personally invite members to participate and to invest their time and energy.
- Lead your group in a business like manner. Always vacate the chair to a chairperson pro tem if it is necessary to enter into debate.
- Acknowledge efforts and accomplishments openly and generously.
- Encourage everyone to practice leadership opportunities and responsibilities.

### **What do you want the results to be?**

- Well-attended meetings
- Good parent rapport with your principal and school staff
- Increased and/or effective parent participation in your school
- Increased participation of different members of the school community
- Many members ready and willing to volunteer and serve
- Leaders and members willing to try new ideas
- Experienced leaders passing on skills and training future leaders

### **Words of Leadership Wisdom**

As a leader, you should identify potential individuals to fill leadership roles. An effective leader will accomplish goals that are valued by the group, maintain the interest and commitment of your PTA members, sustain an energy level to meet the needs of children. Train your successor.



- **Leadership development and training**

- Access to high quality, convenient and affordable training is one of the most valuable benefits of your PTA membership – both as a local unit and as an individual.
- Offerings are open to every PTA member and leader, and are not limited to officers or board members.
- Send representatives from your PTA every year to every offering – don't reinvent the wheel and shortchange your members and students by trying to do it on your own.
- Provide adequate funds in your unit's budget to enable multiple representatives from your unit to participate on an ongoing basis. Training is a legitimate, appropriate PTA expense.
  - Consider it a mandatory item in your budget.

- **Keys to Leadership Success Program**

- Become a more effective volunteer while building both your knowledge and leadership skills.
- Enhance your personal résumé while participating in PTA training and volunteer service.
- Be recognized for the advancement of your own personal learning goals while advocating for children.
- Gain skills through National PTA e-learning at [www.pta.org](http://www.pta.org).
  - When you have finished your e-learning component, you will have the ability to print out a certificate of completion, which you will be able to copy and return with your Keys To Leadership Success Passport.

More information can be found on the Georgia PTA website at [www.georgiapta.org](http://www.georgiapta.org).

- **Leadership Development and training opportunities**

- State Advocacy Conference
- PTA Day at the Capitol
- State Convention/Leadership Training (CLT)
- PTA University (State Office and On the Road)
- District Conferences and Special Events Council Offerings
- National Emerging Minority Leadership Training and Training Capacity Building Initiative
- Field Service
- National PTA Convention
- Federal Legislative Conference
- E-learning Courses

- **Email Protocol**

- Electronic Mail, referred to as email, is regularly used for PTA communication and PTA business. Therefore, it has become necessary to establish policies for PTA members conducting business via email.
  - Refer to the Georgia PTA Leadership Resource for best policies and procedures.