

## **President**

The President shall:

### **FACILITATE RELATIONSHIPS**

- Facilitate relationship between PTA, school administration and faculty.
- Be the main point of contact for communication with the Principal.
- Submit year calendar to principal and work with school staff to minimize conflicts.
- Approve all PTA correspondence, including flyers distributed through the school. Send all flyers to Principal for approval. Once approved, pass information to Corresponding Secretary.
- Take a leadership role in working with the executive board to formulate a solution to any conflict that arises in standing or special committee's.
- Make decisions regarding removal of standing or special committee chairpersons if work is not completed, if bylaws and standing rules are consistently not followed, or if the Chairperson engages in fraudulent behavior.

### **SERVE AS CHAIR OF BOARD OF DIRECTOR & GENERAL MEMBERSHIP MEETINGS**

- Call all Board of Director, executive committee and general membership meetings to order on time and proceed with the business.
- Approve appointments of all special committee chairs.

### **ENSURE PTA IS IN COMPLIANCE**

- Finalize/update the standing rules.
- Ensure the PTA acts in compliance with County/State rules, Local Bylaws, Insurance regulations, and Federal IRS rules (coordinate with the Treasurer)

### **MANAGE STANDING COMMITTEE'S**

- Coordinate the work of officers and standing committees so that the goals of the PTA are realized.
- The president shall be an ex-officio member of all committee except the nominating and auditing committee's.
- Compile a list of all standing committee's to be distributed at the general PTA meeting in May and let members know that they should email the president if interested in taking the position. (all positions are open every year)
- Shall collect work plans from all standing committee's by August 1<sup>st</sup>
- Collect budgets from all committee's by April 1<sup>st</sup>.

### **BOOKKEEPING**

- Have a copy of the current NJPTA approved, Navesink Elementary PTA Bylaws at every meeting.
- Maintain contact and update and information with NJPTA.

- Complete the report forms from NJPTA.
- Sign all contracts for the association as the President.
- Work with the corresponding secretary as an editor of the PTA newsletter and PTA website.

#### COORDINATE WITH TREASURER

- File his/her signature at the bank at which the funds are deposited by July 1st.
- Sign all checks with the Treasurer.
- Work with Board of Directors to formulate next year's budget