President job description and qualifications

Job description:

* Draft agenda for Executive and General Membership meetings
* Run meetings in a timely and orderly manner
* Run meetings per the board bylaws
* Work as a liaison between the Principal and the membership
* Represent the PTA at District School Board meetings
* Assist the VP of Events with supporting school events
* Provide written updates to the VP of Communications for the PTA newsletter
* Appoint members in good standing to committees where and when needed
* Guide the process of establishing goals and vision for the school year
* Prepare annual report covering accomplishments and fiscal position

Qualifications:

* PTA member in good standing
* Mediation
* Community building
* Committed to the continued success of our school!

Monthly hourly commitment is around 20 but may take longer given commitments.