

# *Ames PTA*

## CO-PRESIDENT MAIN RESPONSIBILITIES

### Characteristics:

- Desire to serve the PTA, Ames Elementary, and ultimately the students
- Understanding of the organization's mission
- Willingness to delegate tasks
- Good listening skills
- Effective communication skills

### Responsibilities:

- Preside at general PTO meetings and executive board meetings
  - Co-president will be responsible for meeting agendas
- Serve as the primary contact to the principal and represent the PTA at meetings of other groups, if needed
- Attend monthly PLT meetings with other District 96 parent-teacher leaders
- Serve as an ex-officio member of all committees
- Retain all official records of the PTA

### Typical Monthly Tasks:

- Prepare for and lead executive board meetings
- Prepare for and lead PTA meetings
- Review the treasurer's report and monitor spending/fundraising
- Have regular check-in meetings with the principal
- Thank volunteers for their efforts

### **PTA President Job Description**

### Typical Annual Tasks:

- Finalize the activities calendar with the principal (before end of current year)
- Set the schedule of monthly executive board meetings for the year as well as general PTA meetings
- Communication with committee chairs
- Update the signature cards at your PTA's bank along with the Treasurer
- Double-check key organizational dates, including your PTA insurance policy renewal, incorporation with the state, and IRS Form 990 or 990-EZ, if applicable
- Determine which officer and committee chair positions might need to be filled next year, and reach out for volunteers

### Training and Resources:

- One-on-one with outgoing president
- Articles about president topics
- Past files and examples
- Computer files