



SOUTH DAKOTA PTA PRESIDENT

- a. Preside at all South Dakota PTA annual conventions and all meetings of the South Dakota PTA Board of Directors and Executive Committee and provide a report
- b. Sign and execute all authorized contracts, agreements, or other obligations in the name of SD PTA
- c. Create and appoint special committees, as necessary, and appoint chairs of all special committees
- d. Regularly communicate with the SD PTA Office Manager
- e. Liaison between the Office Manager and the Board of Directors
- f. Engage parliamentarian as necessary
- g. Responsible for content of SD PTA bulletins, mailings to units and councils with assistance from Board of Directors and the Office Manager
- h. Coordinate the work of the officers and committee chairs
- i. Be a member ex-officio of all committees of the Board of Directors, except the committee on nominations and the committee on elections
- j. Work with the Office Manager to submit all required reports to National PTA, including Standards of Affiliation requirements
- k. Designate the delegate to attend National Council of States meetings
- l. Attend National PTA convention and attend National PTA Federal Legislative Conference
- m. Serve on or select a PTA representative to serve on Child Advocacy or South Dakota Department of Education committees as invited
- n. Conduct and/or coordinate SD PTA Leadership Trainings
- o. Prepare materials and obtain materials for SD PTA Leadership packets for units and councils including information and training materials for unit/council presidents, vice-presidents, secretaries, treasurers, Reflections' chairs, membership chairs
- p. Revise yearly the SD PTA Local Units Officer's Guide

- q. Revise SD PTA Convention program in conjunction with SD PTA Board of Directors and Office Manager
- r. Participate in National PTA Conference calls
- s. Complete annually the South Dakota Secretary of State Non-profit organization filing
- t. Provide assistance to units
- u. Read and respond to e-mails from National PTA