

## 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 South Dakota PTA
- c. Create and appoint special committees, as necessary, and appoint chairs of all special committees
- d. Regularly communicate with the South Dakota PTA Office Manager
- e. Liaison between the Office Manager and the Board of Directors
- f. Engage parliamentarian as necessary
- g. Assist in starting new units and dissolving existing units
- h. Review and approve content of SD PTA bulletins, mailings to units and councils with assistance from Board of Directors and the Office Manager
- i. Coordinate the work of the officers and committee chairs
- j. Be a member ex-officio of all committees of the Board of Directors, except the committee on nominations and the committee on elections
- k. Work with the Treasurer and Office Manager to submit all required reports to National PTA, including Standards of Affiliation requirements
- l. Participate in National PTA committee - National Constituent Association Advisory Council (NCAAC)
- m. Attend National PTA convention and attend National PTA Federal Legislative Conference
- n. Serve on or select a PTA representative to serve on South Dakota Department of Education committees as invited
- o. Conduct and/or coordinate SD PTA Leadership Trainings
- p. 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
- q. Revise and provide the South Dakota PTA Local Units Officer's Guide annual to units
- r. Revise SD PTA Convention program in conjunction with South Dakota PTA Board of Directors and Office Manager
- s. Participate in National PTA Conference calls
- t. Complete the South Dakota Secretary of State Non-profit organization filing annually
- u. Provide assistance as necessary to units
- v. Read and respond to e-mails from National PTA