

## **Duties of the President**

In addition to the duties of every officer, the duties of the President are:

Determine the agenda for meetings of the board and the general membership

Preside at meetings of the board and the general membership and follow the accepted order of business

Call the meeting to order at the designated time and, if a quorum is present, proceed with the business

Maintain a fair and impartial position at all times and encourage members to participate

Take no part in any discussion while president, refrain from expressing a personal opinion, and avoid personal bias when giving information to the association

Refer to self impersonally as “the chair”

Decide all parliamentary questions

State each motion clearly after it has been seconded before allowing discussion

Declare the result of every vote taken

Call upon the vice president to preside when wishing to speak to a motion (until after vote is taken)

May vote when voting is by ballot. In other cases, may cast a vote to create or break a tie

Call upon each chair to prepare a plan of work to be approved by the board

Delegate duties to the vice president as appropriate

Serve ex officio on all committees, if the bylaws so provide

Consult with officers and chairs before meetings to ensure the details of the meeting are ready as planned

Sign all contracts for the PTA

Represent the PTA at meetings of affiliated organizations

Ensure that records of the PTA are retained according to the retention period recommended in the PTA Money Matters Quick-Reference Guide, or as established by your PTA

Review bank statement monthly – it should be mailed to the President. Then send it to the Treasurer to reconcile the account(s).

Ensure that a Treasurer’s Report is presented at every meeting of the board and general membership whether the Treasurer is present at the meeting or not.

Ensure that a budget is prepared by the board and approved by the general membership. Refer to the PTA Money Matters Quick-Reference Guide.

Ensure that an audit is performed and presented to the general membership annually. Refer to the PTA Money Matters Quick-Reference Guide.

In conjunction with the Treasurer, submit Form 990 and Schedule A to the IRS, if required.

Refer to the PTA Money Matters Quick-Reference Guide.

Ensure that the PTA carries adequate bonding and liability insurance. For information, go to:

### [Insurance](#)

Ensure that state and national dues are remitted monthly to Iowa PTA for memberships sold each month. For information, go to:

### [Membership](#)

Ensure that fundraising guidelines in the PTA Money Matters Quick-Reference Guide are followed and observe the PTA 3:1 rule of three programs for children, parents or families for every fundraiser.

Express appreciation for work well done and for program participation.

Send Officer Information to Iowa PTA by May 31 every year – even if officers stay the same! We ask that you enter the unit officer information online. Here is the link: [Officer Unit Registration Form](#). For a copy of the form, go to: [Officer Unit Registration Form.pdf](#)

Source: Iowa PTA website <http://www.iowapta.org/>