

The Role of the President

The real working capital of a PTA lies in its members and their energy, resourcefulness, and determination... not in its treasury. Each PTA board is a team. The leaders of the team guide members' efforts to advance the well-being of all children and youth in communities across the country:

- Opportunities for improving the quality of life and education for today's youth.
- Opportunities for study and mental stimulation on matters of importance.
- Opportunities for new friendships.
- Opportunities for meaningful involvement.
- Opportunities for growth through leadership, experience, and training.

Good leadership encourages informality, flexibility, and makes individual members feel at home. The best methods are those that allow as many as possible of the group to participate in discussion and in activities.

Pointers for Presidents

The following guidelines for local PTA officers have been prepared as a supplement to the National PTA Quick Reference Guides for Presidents.

Do not hesitate to call the South Carolina PTA (SCPTA) office for the assistance.

The local PTA unit is a self-governing organization affiliated with the SCPTA and the National PTA.

- Be sure the names and addresses of your current officers are on file in the South Carolina PTA office using the [Local Unit Officer Report Form](#) and send a copy to your district or council president. If there are changes in the PTA leadership at the local school level, send the updates to the SCPTA office so that the new leaders will be kept informed.
- Be sure your unit has an EIN (Employment Identification Number) and that it is on file at the SCPTA office.
- Attend state and district leadership training and all district meetings. Invite your principal, teachers, and board members to these meetings also.
- Develop a calendar including dates of specific events, which are required by your unit bylaws, the South Carolina PTA, or the National PTA. Include deadlines for reports, elections, awards applications and local, state, and national meetings.
- The president presides at all meetings of the general membership, the executive board, and the board of directors.
- The president encourages participation of all committee chairmen and committee members. Committee work is a great way to enable new volunteers to be developed into future leaders of the local PTA.
- It is necessary to become familiar with the PTA Vision, Mission and PTA Purposes.
- The president responds to all correspondence addressed to the president or the PTA, signs all [vouchers and checks](#) (as provided in the bylaws), and serves as an ex-officio* member of all committees except the nominating committee. In some cases, the president appoints chairs and standing committees with the approval of the board of directors or members.
- Ex-officio: By virtue of office automatically serves on committee and has all privileges, including voting.