

PRESIDENT

You like to take the lead!



TIME COMMITMENT

average 8 hours per week and 2 monthly meetings.

BUSIEST TIME OF YEAR:

The beginning of the year and during school events.

SUMMARY OF ROLE:

Serve as the official contact, communicator and representative of Brooks' PTA.



ONGOING TASKS & RESPONSIBILITIES:

- Get approval from principal for all activities & flyers.
- Coordinate the work of officers and committees.
- Prepare agendas and preside over Association and Executive Board meetings.
- Approve all contracts on behalf of Brooks PTA.
- Sign PTA checks and authorizations for payments.
- Appoint the Parliamentarian, Events and Hospitality Chairs.
- Oversee communication of events, meetings, and activities to families.

