

PRESIDENT'S DUTIES

- Preside at General Membership meetings of the Fairfield PTA Council and its Executive Board (of the Council), as hereinafter defined, and the Budget Committee as hereinafter defined;
- Coordinate the work of the officers and committees of Fairfield PTA Council in order that the Objects may be promoted;
- Assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the CTPTA plan;
- Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the General Membership, or the Executive Board;
- Serve as an *ex officio* member of all committees except the Nominating/Search Committee;
- Assign to the first, second and third vice presidents, roles and functions to help in the administration of the Fairfield PTA Council in order that the Objects of PTA may be promoted;
- With the President-Elect, approve the plans and coordinate the work of the officers and committees, as hereinafter listed in Article XI in order that the Objects of PTA may be promoted;
- Take action in support of the approved goals of the Fairfield PTA Council and in order that the Objects of PTA may be promoted;
- Approve and sign all contracts being entered into by the Fairfield PTA Council;
- Be the only person, in addition to the President-Elect, who may speak on behalf of the Fairfield PTA Council unless others are instructed to do so by a majority vote of the Executive Board, or the General Membership of the Fairfield PTA Council who are present at a General Membership meeting at the time that such a vote is duly called;
- Be authorized to transfer up to \$50.00 from the unassigned miscellaneous funds in the budget to a newly created budget item with the agreement of both the President-Elect and the Treasurer;
- Not offer personal opinions as the views of the Fairfield PTA Council;
- In conjunction with the Treasurer approve the payment of routine bills within the limits of the approved budget;
- With the President-Elect and with input from the Executive Board and General Membership of the Fairfield PTA Council, set the goals for the Fairfield PTA Council;
- Appoint the Chairperson(s) of ad hoc committees;
- Assist in extending PTA work into all parts of the Fairfield PTA Council territory;
- Appoint and chair a standing Fairfield PTA Council Budget Committee to prepare an annual budget for presentation to the Executive Board and approval by the General Membership of the Fairfield PTA Council at the October general meeting;
- Report to the General Membership of the Council all actions taken by the Executive Board;
- Set the dates and times for Executive Board meetings;
- At all times, except where prescribed above, act in partnership with the President-Elect;
- The President should attend Region IV Conferences, the State Convention, State Board of Directors' meetings and make one visit to each local PTA in the Fairfield PTA Council sometime during the year.