

The President-Elect shall:

1. Serve as an aide to the President, working closely with them and the State PTA Office, making a thorough study of the President's duties and responsibilities.
2. Coordinate activities of the Chairman of the State Convention Committee. Act as Chairman of the State Convention Committee in the absence of a chairman.
3. Maintain and present the Convention Guidelines.
4. Perform duties outlined in the Convention Guidelines.
5. Serve as Chairman of the Strategic Planning Committee.
6. Serve as a member of the Office Committee.
7. Serve as a member of the Committee on State and Local Relations.
8. Serve as a member of the Legislative Committee.
9. Attend all National Conventions with the President.
10. Update board report document in Google Drive.
11. Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
12. Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

Position Requirements:

- Prior experience in a unit and minimum one-year experience on the State Board.
- Familiarity with the Local Leader Kit and the National PTA web site.
- Understanding of other offices and their duties.
- Understanding of State and National Bylaws.
- General knowledge and interest in all phases of PTA.
- Leadership and public speaking ability.
- Ability to work well with all types of people and remain gracious under pressure.
- Ability to facilitate meetings and listen well.
- Have knowledge of Roberts Rules of Order.
- Must be a member of the Land of Enchantment PTA.