



## **President-Elect**

It shall be the responsibility of the President-Elect to:

1. Act as an aide to the President;
2. Serve as chair of the Leadership Training Committee;
3. Serve as chair of the District Presidents;
4. Serve on the Convention committee as convention coordinator
5. Present workshops at the state and local level, when asked; and
6. Fulfill other duties assigned by the SCPTA President or Board of Directors; and in the best interest of the organization, shall be available to assume the office of the Presidency.
7. Serves on the Endowment Board by virtue of office;
8. Be responsible with the Legislative Chair for updating the SCPTA position statements;
9. Pre-requisite for election: The nominee for President–Elect shall have served at least one term of two years on the SCPTA Board of Director

## **Vice-President for Programs**

The Vice-President for Programs shall:

1. Act as an aide to the President, and fulfill other duties assigned by the SCPTA President or the Board of Directors;
2. Serve as chair of the Programs Committee;
3. Promote awareness of the scope and significance of PTA programs and projects;
4. Present workshops at the state and local level, when asked;

## **Vice-President for Legislation**

The Vice-President for Legislation shall:

1. Interpret and carry out the National PTA legislative platform under the supervision of the President;
2. Chair the Legislative and Resolutions Committee;
3. Serve on the Awards and Goals Committee;
4. Serve on the Elections Committee;
5. Develop and promote the SCPTA legislative platform;
6. Plan and coordinate the SCPTA Legislative Conference;
7. Coordinate the member-to-member network which links members of the Congress with PTA members in their home Districts;
8. Promote legislative action by local Legislative chairs and other PTA members; and
9. Present workshops at the state and local level, when asked;
10. Update the SCPTA position statement along with the President-Elect.

## **Board Meeting Attendance Guideline**

- A. Regular meetings of the Board of Directors shall be held no fewer than four (4) times per year.

Summer – As part of Summer Leadership Training;

Fall – As part of the Fall Event;

Winter – As part of Reflections turn-in, Founder’s Day Celebration and Legislative Conference

Spring – As part of the State Convention, including pre-Convention and post-Convention meetings.

1. A schedule of Board meetings should be set by July 1 and given to all Board members.
2. Summer board meeting dates should be announced no later than the post-Convention meeting.
3. Leadership training dates should be announced no later than the post-Convention meeting.

- B. Board members, unless they are ill, assigned to duty elsewhere, or excused by the President, are expected to attend all meetings of the Board. Two (2) unexcused absences per fiscal year constitute board expulsion. All board members are required to notify the President, in writing, that they are unable to attend.