

PRESIDENT

The President prepares an agenda and presides over all PTA and Board of Directors (formerly called Executive Board) meetings. The President approves the appointments of the chairs of all committees and works with the VP's to coordinate the work of these chairs/committees in order to promote the objectives of the PTA. The President consults with the school Principal on school matters relating to the PTA, coordinates PTA events and programs with school administration and is the primary liaison between the administration and the PTA members. The President reviews PTA flyers/print media prior to distribution and monitors the school's PTA mailbox as well as all BTNET notices. Responsibilities also include preparing PTA materials for the summer mailing and preparing school input for the Whitman Cluster Coordinator's county CIP and operating budget testimony. The President periodically writes articles for Burning Issues, and he/she also monitors and relays to the BT community any MCPS, Board of Education, and County Council decisions and proposals that impact the community. The President co-signs all PTA checks, works with the treasurer to develop a budget for the upcoming school year, and periodically reviews the online account. The President knows and follows the bylaws of the association.

PRESIDENT-ELECT

The President-elect works under and in cooperation with the President assisting the President with assigned duties and is the secondary liaison between the administration and the PTA members. The President-elect attends monthly PTA and Board of Directors meetings and fills in as President when the President is absent. The President-elect periodically writes articles for Burning Issues and is responsible for doing the Weekly Update at the beginning of the year. The President-elect is authorized to sign PTA checks and works with the President and Treasurer to develop a budget for the upcoming school year. In the event of the President's resignation, the President-elect presides for the remainder of the term. The President-elect, after one year of service, automatically becomes President for the next school year.