

# responsibilities of a PTA board member

Serving as a board member is a privilege accompanied by many responsibilities. A board member enjoys prestige and status from the position. However, this enhanced status carries with it the expectation that the member will improve in leadership skills, will keep up with current information, and invest time in the affairs of the PTA.

As a board member, you are in the public eye. You represent PTA and must be responsible for what the position requires. Be discreet and tactful. Use your best judgment. Be open to new ideas. Study, research and plan.

All members uphold decisions made by a board. No matter which way the decision went or what side you voted on, after the decision has been made, have a positive attitude and do your best to make it happen.

## board members should:

**ACCEPT** a position only if able to devote sufficient time and energy to do the job thoroughly, can attend board meetings regularly, and can keep abreast of PTA affairs in order to contribute intelligently to board discussions.

**PARTICIPATE** constructively at meetings by being on time, coming prepared with materials and ideas, staying on the topic and by helping others to participate fully.

**RECOGNIZE** that you have a responsibility to read all publications and other correspondence sent to you.

**KNOW** and **ADHERE** to PTA philosophy, principles and policies.

**STUDY** the structure of the PTA organization – National, state, region, council and local unit; know the relationships among them. Know the principles of the committee structure and effective committee work.

**BECOME WELL-INFORMED** in all areas of PTA programs; learn where to find information. If you are unsure, ask. Use PTA resources. Pass on only complete and accurate information.

**BE FAMILIAR WITH** the state and national publications. Your enthusiasm will encourage others to use them.

**MEET DEADLINES** by submitting reports and materials on time and fulfilling assignments promptly.

**FOLLOW** state and national procedures. Unless board members follow procedures and go through channels, confusion results.

**SEND REPORTS** of expenses you incur doing PTA work on the proper forms, with receipts and within the stipulated time frame. Stay within your budget unless you get permission to do otherwise.

**SYNCHRONIZE ACTIVITIES** by working within the group, correlating your activities with those of other board members.

**DEVELOP AND STRENGTHEN** leadership in those who work with you.

**TAKE INITIATIVE AND RESPONSIBILITY** for your own work. Do not wait for someone to remind you to fulfill your commitments.

**KEEP RECORDS AND NOTES** concerning the work you do; keep this material in a notebook to pass on to the next person who takes over your job. Offer to have a meeting with your successor, then relinquish the job. Remain available for assistance upon request.

**LEARN TO DELEGATE** work to appropriate people instead of doing it all by yourself. This requires the ability to encourage and inspire others. You will generally be most successful in delegation if you ask someone in person to do some well-defined task, providing them with an honest estimate of how much work it will take, with a clearly defined deadline.

**WELCOME BEGINNERS' QUESTIONS.** Help new board members gain self-confidence so that they can feel secure in their new situation.

**UNDERSTAND THE VALUE** of attending conferences and training. Help others to understand this and to participate. Travel and accommodations for conferences and training, especially region PTA conferences and workshops and state PTA and National PTA conventions, are valid expenses and encouraged budget items.

**HELP THOSE YOU COUNSEL** to understand policy as enabling and protective, rather than limiting and restrictive. Look to state and national leaders for guidance and interpretation of policy.