PARTA President

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| **JOB TITLE:** | PARTA President |

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| **GENERAL JOB DESCRIPTION** |
| Preside over all PARTA meetings and represent PARTA in the community  |
| **MAJOR DUTIES AND RESPONSIBILITES** |
| Preside over all PARTA meetings and Board meetingsArrange meeting dates for PARTA luncheons, Board meetings, and executive meetingsHandle questions, data, and information required by IRTAAttend IRTA meetings and events when possible.Communicate information among board members; solve organizational problems; make sure each committee has a chairRepresent PARTA and IRTA in the community and the State  |
| **MINOR DUTIES AND RESPONSIBILITIES** |
| Greet guestsHost program presenters at Table 1Check comments and other membership communication  |
| **QUALIFICATIONS FOR THE JOB** |
| *Education:* Must have a degree in an educational field or professionally related one*Experience:* Taught or worked professionally in a school setting, public or private*Other:* Must be a PARTA member and IRTA Serve on PARTA Board Have appropriate organizational and communicational skills |
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| **Signature Approved By:**  |    |
| **Date Approved:** |    |
| **Date Last Reviewed:** |    |
| **Last Reviewed By:** |    |