

**President – Duties and Responsibilities**  
**From the PA Principals Association Policy Manual**  
**(Secondary Member)**

President

**Is elected by the membership according to the Bylaws and serves on the Board of Directors for four years, one year as President-Elect, two years as President and one year as Immediate Past President, and shall begin duties at the termination of the business meeting at the Annual Fall Conference (passing of the gavel).**

Revised 7/21/14

**Duties and Responsibilities**

- a. Assumes a position of leadership.
- b. Is responsible for implementing the policies and procedures established by action of the Board of Directors.
- c. Assumes such authority to act on behalf of the Association as prescribed in the Bylaws and as designated by the Board of Directors.
- d. Schedules, directs and coordinates Board activities.
- e. Functions as a liaison in establishing, promoting and maintaining effective relationships between PA Principals Association, other professional organizations and the Department of Education.
- f. Cooperates with the Executive Director to advance the purposes of the Association.
- g. Performs other duties as designated by the Board of Directors.
- h. Attends, organizes and chairs all meetings of the Board of Directors.
- i. Represents the Association at state and national conferences.
- j. Plans and conducts the annual business meeting of the Association.
- k. Is a member of the Board of Directors.
- l. Makes Board committee appointments for all Board Committees except where otherwise designated in these policies and bylaws and presents final list for board approval.
- m. Attends general sessions and annual business meeting at NAESP or NASSP Convention.

**Expenses**

Reimbursement as per policy: meals, mileage, lodging, mail and secretarial expenses.

Revised 10/14/17

- a. Expenses paid for attendance at the NAESP or NASSP Convention – a maximum of five (5) days. The Executive Committee expects less days to be used when possible, i.e. three (3) day conference – four (4) days maximum reimbursement.
- b. Expenses paid for attendance at the PA Principals Association Conference.
- c. Expenses paid for attendance at the NAESP or NASSP regional meetings.
- d. Expenses paid for attendance at all functions representing PA Principals Association.
- e. Expenses permitting a guest to accompany the President to the NAESP or NASSP Convention one time during the three-year obligation as President-Elect, President and Past President.
- f. Complimentary banquet tickets are provided for eight guests at the PA Principals Association Conference.
- g. Expenses (\$300) for secretarial expenses.
- h. Reimbursement requests for all PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.
- i. If requested, a credit card will be made available for professional association business such as alternative funding gifts, conference expenses, etc. Receipts must be provided. If meals are charged

the meal may not be listed as a per diem expense. The card use will be reviewed each month and explanation of expenses must be provided to the comptroller.

Revised 7/10/12