

## Responsibilities of officers and chairmen

All board members and chairmen are expected to:

- **Accept office or position only** when willing to uphold the policies and procedures of the State and National PTA;
- **Accept office only** when willing to prepare oneself to fulfill the responsibilities of the office;
- **Study and follow** unit bylaws and standing rules;
- **Attend and participate** in meetings;
- **Review and maintain** the procedure book and files for their position;
- **Abide by the will** of the majority;
- **Respect the privacy** of the business of the executive board;
- **Protect the privacy** of all members by allowing no distribution of membership lists to outside interests;
- **Meet deadlines** and fulfill assignments promptly;
- **Give accurate and detailed** account of all monies entrusted to them;
- **Delegate instead** of doing it all yourself;
- **Develop and strengthen** leadership;
- **Attend** conferences, workshops and conventions;
- **Ensure a good transition** by passing on all resources and records; and
- **Resign if unable** to perform the required duties of the office.