

President Job Description

- ▣ Attend central office monthly meetings
- ▣ Prepare agenda for monthly board meetings and monthly central office meetings
- ▣ Lead all monthly board meetings
- ▣ Act as liaison between SPA members and SPS administration
- ▣ Represent members who have personnel issues on both a formal and informal manner
- ▣ Communicate with SPA members individually and or as a group via email, phone or face to face
- ▣ Lead all formal negotiation sessions and as problem arise throughout the school year
- ▣ Be skilled at conflict resolution
- ▣ All SPA committees report to president (ex- social, by-laws, health and safety)
- ▣ Attend any MTA trainings pertinent to presidential role
- ▣ Prepare agenda for monthly board meetings and monthly central office meetings
- ▣ Lead all monthly board meetings
- ▣ Act as liaison between SPA members and SPS administration
- ▣ Represent members who have personnel issues on both a formal and informal manner

President Job Description (continued)

- ▣ Communicate with SPA members individually and or as a group via email, phone or face to face
- ▣ Lead all formal negotiation sessions and as problem arise throughout the school year
- ▣ Be skilled at conflict resolution
- ▣ Keep in contact and maintain a positive working relationship with MTA consultant, central office staff and with SPS administration
- ▣ Attend School Committee Meetings
- ▣ Meet with MTA Benefit partners as needed to secure programs for SPA members (ex: dental insurance)
- ▣ Oversee all aspects of SPA business
- ▣ Hold quarterly officer meetings
- ▣ Maintain a historic accounting of SPA business
- ▣ Handle all grievances