

Katy Parents of Gifted & Talented, Inc.

President

Term of Office

The President is an officer elected by a vote of the general membership for a two-year term in compliance with the bylaws. Election and installation occurs at the Spring General Membership Meeting. The term of office begins and ends at the end of the Katy ISD school year. Should a vacancy occur mid-term, the Board must elect a replacement by majority vote.

Qualifications

The President must have excellent communication and leadership skills and a thorough knowledge of the organization. The President must also have well-developed management skills to be able to support and guide others to deliver on promised outcomes in a timely manner. Proficiency with basic computer word processing, spreadsheet maintenance and email is required. One full year of experience as a Board member will enhance the ability to support Board members in their roles.

Position Description:

The President is responsible for the overall goals, direction and activities of the organization with the input and consent of the Board. The President (or his/her designee in accordance with the bylaws) shall chair all Board meetings, Liaison meetings, and general membership meetings. The President is responsible for making presentations about the organization at public gatherings or designating an alternate. The President (or his/her designee) is responsible for representing GT students and parents on a variety of Katy ISD committees. The President actively supports and guides Board members, committee chairs and Liaisons in developing and implementing KPGT programs. All officers of KPGT must hold membership in the organization and demonstrate commitment to the work of the organization.

DUTIES (include, but are not limited to):

1. Coordinate all activities of the organization in support of the group's mission and in compliance with bylaws, KISD regulations and other requirements
2. Attend and participate in meetings and community events to represent KPGT
3. Ensure that new Board members are equipped, trained and have orientation to their role
4. Stay current on and convey information from a national and state level to Board members, Liaisons and members
5. Work constructively with the KISD Director of Gifted/Talented & Advanced Academics
6. Work with the VP - Advisory Council to plan effective Liaison meetings
7. Provide ongoing, supportive, constructive and proactive communication with all Board members
8. Ensure that all outgoing communications are constructive, complete and cohesive
9. Establish and maintain a cooperative working relationship with other GT parent groups
10. Promote the vision and mission of KPGT to people of diverse cultures, ethnicities and backgrounds
11. Recommend to the Board and execute refinements to the organization's operations
12. Retain records and transfer to incoming President as part of transition
13. Demonstrate commitment to and promote awareness of the work of the organization
14. Foster a positive working relationship with other board members, volunteers, and Katy ISD staff
15. Be aware of and disclose any conflict of interest. Abstain from any action where such conflict may exist.

Generally, Board members are parents of children participating in the GT program of Katy ISD. The KPGT Bylaws require all Liaisons and KISD committee members to be parents of GT students. A minimum of 2/3 of the Board must be parents of KISD GT students. Compliance will be the responsibility of the Board and nominating committee.