

President

RESPONSIBILITIES

1. Review and understand the organization's Articles of Incorporation, By-laws, Policies and Procedures, financial and legal situation/obligations, and strategic plan.
2. Ensure the effective action of the board in governing and support of Imagine Parents in Partnership, Inc. and oversees board affairs.
3. In charge of the preparation and distribution of meeting agenda's, meeting preparations, and running all PiP meetings (board meetings, general meetings, etc.).
4. In cooperation with the President-Elect develop strategic plans for Imagine Parents in Partnership, Inc. including growth opportunities, development of budgets, recommended timelines and resources needed to achieve these goals.
5. Will actively engage and energize volunteers, board members, committees, alumni, and sponsors. In addition will thank them for their efforts, contributions and support.
6. Work with Directors of the board to develop the brand and refine communication and attractiveness of the organisation.
7. Acts as a liaison between the board and IIA-NT in cooperation with the President-Elect regarding the scheduling of dates, meeting with the administration, concern resolution, correspondence with the Advancement Coordinator, Lead Room Parent Coordinator, Student Council, administration professionals, facilities manager, front office staff, teachers, fundraising efforts, PiP activities/events, PiP General Meetings, and the like.
8. Prepare annual calendar in cooperation with the board to present to the administration for date approvals as well as to the board for budget approval and communicate the information of decisions to committee chairs. Plans requiring approval by the administration will be communicated to the Advancement Coordinator by the President and President-Elect, approvals and/or rejections will be communicated to the board.
9. Shall be an authorized signer of the PiP bank account, along with at least one more board member.
10. Shall make decisions when necessary regarding the approval or decline of unexpected expenses considering the following factors (a) was the expense included in any original proposals and submitted to the board and exceeds proposed amount (b) did unforeseen factors create the expense and do we risk or jeopardize the opinion or approval of PiP/IIA-NT among parents, students, teachers and staff of IIA-NT (c) amount of the expense must be less than \$250 (d) additional board members should be consulted when possible.