

Duties of the President

1. Conduct post conference transition meeting with new officers at end of summer Professional Development Conference.
2. Send letter to each board member's administration (principal and CTE director) acknowledging THOA board member's commitment.
3. Obtain list of committee chairs and members and send to all board members and chairpersons
4. Schedule and conduct THOA, Inc. Board of Director's Summer Professional Development Conference meeting.
 - Work with conference coordinator to secure hotel, meeting space and meals.
 - Make rooming list and provide to conference coordinator
 - Notify board members of details of meeting
5. Attend fall and spring TCTC executive board meetings and Best of Texas if not scheduled with spring meeting.
6. Attend National Association for Career and Technical Education (ACTE) conference in December if school supplements.
7. Provide input to Executive Director for Website.
8. Schedule spring THOA, Inc. Board of Directors planning meeting with conference coordinator.
9. Attend Region IV ACTE conference in April at school expense.
10. Attend Texas State HOSA conference and present Sue Alder Memorial Scholarship on behalf of THOA, Inc. or appoint another officer if not attending.
11. Assign duties and schedules for summer Professional Development Conference registration.
12. Conduct THOA, Inc. Board of Director's meeting immediately prior to summer Professional Development Conference.
13. Conduct THOA, Inc. Annual Business meeting at summer Professional Development Conference.
14. With assistance of Executive director, prepare a script for area directors to use during area meetings at summer Professional Development Conference.
15. Provide script and all information to THOA, Inc. board directors for area meetings.
16. Maintain records in notebook or zip drive of all duties performed during this year and pass on to the President- Elect at the conclusion of the summer Professional Development Conference.
17. Sign contracts of THOA Staff members.