



Board of Directors Job Descriptions

THE PRESIDENT

The President carries the major responsibility for the success, effectiveness, and reputation of the organization. The role of the president includes being the spokesperson for the organization, an administrator, and a presiding officer. A capable president should have strong people skills, be an effective composer and writer, have strong public speaking skills, have a solid understanding of the purposes, policies, traditions and goals of the organization, and have knowledge of the job descriptions of fellow board members. As the presiding officer, the president should have a working knowledge of parliamentary principles, bylaws, and standing rules, and procedures of the organization and be able to set a positive example in fairness, courtesy, and respect for all.

The President:

- Serves a two year term which can not be repeated after serving as the president-elect in the two years prior;
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules;
- Appoints committees as outlined in the Ohio PTA Bylaws and Standing Rules;
- Has knowledge of Parliamentary Principles;
- Serves as chairman of the Ohio PTA Executive Committee and Board of Directors;
- Attends National PTA convention and other meetings associated with the office;
- Serves as an ex-officio member of all committees of the Ohio PTA with the exception of the Nominating Committee;
- Appoints the parliamentarian and members of standing committees outlined in the Standing Rules and other committees deemed necessary to carry out the work of the PTA;
- Serves on coalitions, commissions, and committees as the official representative of the PTA as needs and time permit;
- Serves as a spokesperson for Ohio PTA or delegates this responsibility;
- Attends, conducts, or presides over workshops, conferences, and conventions;
- Oversees Directors as appointed by the President
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Maintains a procedure file to pass on to the successor;
- Assists with the development of the biennial report and other reports as deemed necessary;
- Submits monthly service report vouchers in the manner described in the Ohio PTA Standing Rules;
- Serves on the Board of Directors as Immediate Past President for two years after the close of the term as president.

PRESIDENT-ELECT

The President-Elect serves as an aide to the President. In the absence or inability to act of the president, the President-Elect should be prepared to preside at any meeting without previous notice. The President-Elect also presides whenever a personal motion is made involving action by the President.

The president-elect:

- Serves on the Executive Committee and Board of Directors;
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules;
- Attends all meetings of the Ohio PTA Executive Committee and Board of Directors;
- Attends National PTA Convention;
- Is Chairman of:
 - Oak Tree Committee
 - Printing Committee
 - State and Local Relations Committee
 - Strategic Planning Committee
- Is a member of the Convention Planning Committee;
- Is an ex-officio member of:
 - Bylaws/Standing Rules Committee
 - Budget and Investment Committee;
- Represents the Ohio PTA at the direction of the president;
- Attends, conducts or presides over workshops, conferences and convention;
- Oversees Directors as appointed by the President;
- Oversees the Oak Tree Award;
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Maintains a procedure file to pass on to the successor;
- Assists with the development of the biennial report and other reports as deemed necessary;
- Works with the president, executive director in future planning of the Ohio PTA;
- Submits an annual report by June 15 to the president;
- Submits monthly service report vouchers in the manner described in the Ohio PTA Standing Rules.

VICE PRESIDENT OF LEADERSHIP

The Vice President of Leadership serves as an aide to the President. Should the possibility exist that both the President and President-Elect are unable to preside, the responsibility for such will fall to the Vice President of Leadership.

The Vice President of Leadership:

- Serves on the Executive Committee and Board of Directors;
- Carries out duties as outlined in the Ohio PTA Bylaws and Standing Rules;
- Attends all meetings of the Ohio PTA Executive Committee and Board of Directors;
- Attends National PTA Convention;
- Is chairman of:
 - Annual Leadership Training Conference
 - Convention Rules
 - Leadership Committee;
- Is a member of the Convention Planning Committee
 - Is an invitee of the Budget and Investment Committee;
- Attends, conducts or presides over workshops, conferences and convention;
- Develops and coordinates leadership activities and workshops;
- Oversees the Gold Key Leadership Award Program;
- Develop, review and revise Ohio PTA workshop outlines and presentations annually;
- Oversees Directors as appointed by the President;
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Maintains a procedure file to pass on to the successor;
- Assists with the development of the biennial report and other reports as deemed necessary;
- Submit an annual report to the president by June 15;
- Submits monthly service report vouchers in the manner described in the Ohio PTA Standing Rules.

VICE PRESIDENT OF FIELD SERVICE

The Vice President of Field Service is responsible for guiding the work of the District Advisors, meeting regularly for the purpose of training and planning activities associated with field service for local PTA units and councils.

In absence of President, President-Elect, and Vice President of Leadership, the Vice President of Field Service will preside over meetings of association.

Vice President of Field Services:

- Serves on the Executive Committee and the Board of Directors;
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules;
- Serves as ex officio of the Scholarship Committee;
- Is a member of the Convention Planning Committee;
- Works with staff on convention credential reporting;
- Invitee to Budget & Investment Committee;
- Attends, conducts or presides over workshops, conferences and convention;
- Oversees and mentors the District Advisors and District Liaisons;
- Assists District Advisors in planning Annual District Conferences;
- Develops resources and promotes existing resources for units and councils;
- Acts as Interim District Advisor in those districts without an advisor;
- Collaborates with other directors and committees as needed;
- Monitors and updates Ohio PTA website in a timely manner;
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Maintains a procedure file to pass on to the successor;
- Submits an annual report to the president by June 15;
- Submits monthly service report vouchers as specified in the Ohio PTA Standing Rules;
- Contacts local units and councils to offer field service.

SECRETARY/TREASURER

The primary duty of the Secretary/Treasurer is that of keeping accurate records (minutes) of the proceedings of the organization. The minutes should be recorded and placed in an official record book with numbered pages. The Secretary/Treasurer should be of assistance to the president in planning the agenda by referring to minutes of previous years and previous meetings and assuring that no business remains “unfinished.” The Secretary/Treasurer should always have on hand an up-to-date copy of bylaws and standing rules, an accurate record of membership, the accepted order of business, and a listing of committees.

The secondary duty of the Secretary/Treasurer is that of overseeing the funds of the organization. Day-to-day handling of funds, banking, disbursements, and payroll are the responsibility of the Ohio PTA staff. The Secretary/Treasurer has the responsibility to monitor the periodic reports from staff to make reports to the association. Additional responsibility includes approving the vouchers of the Board of Directors.

In absence of President, President-Elect, Vice President of Leadership, Vice President of Field Services, the Secretary/Treasurer will preside over meetings of association.

The secretary/treasurer:

- Serves on the Executive Committee and Board of Directors;
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules;
- Is chairman of the Budget and Investment Committee;
- Is a member of the:
 - Convention Planning Committee
 - Bylaws and Standing Rules Committee;
- Maintains the minutes of the association, distributing them to Board of Directors in a timely manner;
- Approves vouchers for all members of the Board of Directors and forwards them to the Ohio PTA office in a timely manner for reimbursement;
- Provides financial reports, developed in consultation with Ohio PTA staff, at each board meeting;
- Attends, conducts or presides over workshops, conferences and convention;
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Maintains a procedure file to pass on to the successor;
- Assists with the development of the biennial report and other reports as deemed necessary;
- Submit an annual report to the president by June 15;
- Submits monthly service report vouchers in the manner described in the Ohio PTA Standing Rules.

DIRECTOR OF ADVOCACY

The Director of Advocacy coordinates and monitors advocacy issues concerning children and youth. Advocacy exists on many levels for the PTA member, whether they are advocating for an individual child or for all children at the local, state, and/or national level.

Director of Advocacy:

- Serves on the Board of Directors;
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules;
- Works with Executive Committee to create and present the Legislative Directives for Ohio PTA;
- Serves as a member of the Resolutions Committee;
- Chairs and oversees the work of the Advocacy Committee;
- Monitors all Capwiz activities of Ohio PTA with approval of President;
- Writes and delivers testimony when directed by the president;
- Coordinates the Ohio PTA Advocacy Conference;
- Serves as the National PTA Federal Legislation Chairman;
 - Arranges visits and information packets to Ohio congressmen and senators on behalf of the Ohio delegation;
- Attends, conducts or presides over workshops, conferences and convention;
- Develops resources and reviews and promotes resources and activities related to advocacy for units and councils;
- Develops resolutions and promote existing resolutions related to advocacy and legislative issues;
- Coordinates communication with units/councils through Listserv, *OPTA The News* on advocacy issues;
- Monitors legislation in the Ohio General Assembly and US Congress and communicate pertinent issues to members;
- Collaborates with other directors and committees as needed;
- Monitors and updates Ohio PTA Web site in a timely manner;
- Oversees the Legislative Advocacy Award;
- Reviews Position Statements annually and recommends retirement/revisions to BOD;
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Collaborates with and mentors the Assistant Director of Advocacy;
- Maintains a procedure file to pass on to the successor;
- Submits an annual report to the president by June 15;
- Submits monthly service report vouchers in the manner described in the Ohio PTA Standing Rules;
- Contacts local units and councils to offer field service;
- Focuses on:
 - Providing members with information on current legislative issues, including the PTA point of view on each for effective participation in local state and national government
 - Presenting to legislators at all levels, and to other government officials, the PTA position on proposed laws that affect the education, health, and well-being of children
 - Collaborating with other groups similarly concerned with the health, education and general well-being of children and youth
 - Assisting PTA members in understanding their responsibilities as citizens in the democratic process, become knowledgeable about the way government functions; and learn how and where the individual can intervene to promote the interests of children – advocate for them
 - Interpreting the National PTA and the Ohio PTA Legislation programs to the membership and others.

DIRECTOR OF BYLAWS/STANDING RULES

The Director of Bylaws/Standing rules is charged with the responsibility of monitoring and updating the bylaws and standing rules of the Board of Directors and local PTA units and councils. The director will be familiar with parliamentary procedure as it applies to the bylaws and standing rules.

Director of Bylaws/Standing Rules:

- Serves on the Board of Directors;
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules;
- Attends, conducts or presides over workshops, conferences and convention;
- Chairs and oversees the work of the Bylaws/Standing Rules Committee;
- Monitors and updates bylaws of units/councils;
- Presents proposed OPTA bylaw amendments to Board of Directors for consideration at convention;
- Monitors and updates Ohio PTA website in a timely manner;
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Collaborates with other directors and committees as needed;
- Maintains a procedure file to pass on to the successor;
- Submits an annual report to the president by June 15;
- Submits monthly service report vouchers in the manner described in the Ohio PTA Standing Rules;
- Contacts local units and councils to offer field service;
- Focuses on:
 - Maintaining the bylaws and standing rules in current order;
 - Making recommendations that will clarify, simplify or nullify bylaws and standing rules;
 - Providing assistance to units and councils as they develop bylaws and standing rules;
 - Approving local unit and council bylaws;
 - Maintaining a record of unit and council bylaws and approval dates;
 - Working to bring all unit and council bylaws up-to-date.

DIRECTOR OF COMMUNICATIONS

The Director of Communications will develop a campaign to promote purposes and mission of the Ohio PTA.

Director of Communications:

- Serves on the Board of Directors;
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules;
- Attends, conducts or presides over workshops, conferences and conventions;
- Develops resources and reviews and promotes existing resources and activities for Ohio PTA and units and councils;
- Works with Executive Committee to develop and implement a Communications Plan to promote Ohio PTA;
- Monitors and updates the Ohio PTA Web site in a timely manner;
- Monitors all social media activities (i.e., Facebook, Twitter, etc.) of Ohio PTA with approval of President;
- Chairs and oversees the work of the Communications Committee;
- Collaborates with other directors as needed;
- Collaborates with and mentors the Assistant Director of Communications;
- Assists with the development of the biennial report and other reports, which may be deemed necessary;
- Serves as Historian for the Ohio PTA;
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Maintains procedure files to pass on to the successor;
- Submits an annual report to the president by June 15;
- Submits monthly service report vouchers in the manner prescribed in the Ohio PTA Standing Rules;
- Contacts local units and councils to offer field service;
- Focuses on:
 - Developing a relationship with editorial boards across the state
 - Maintaining a file of PTA promotion through mass media
 - Assisting District Advisors in placing PTA public relations pieces in local media.

DIRECTOR OF DIVERSITY AND INCLUSION

The Director of Diversity and Inclusion works collaboratively with the state governance, the Diversity and Inclusion Committee, (Mosaic Committee) and council and local leaders. This includes monitoring the implementation of Ohio PTA's Diversity and Inclusion Plan, the accessibility of culturally diverse resources, information, and programs to ensure quality and the identification of state and local leadership that furthers the mission of a more diverse PTA.

Director of Diversity and Inclusion:

- Serves on the Board of Directors;
- Carries out duties as outlined in the Ohio PTA Bylaws and Standing Rules;
- Attends, conducts or presides over workshops, conferences and convention;
- Develops resources, reviews and promotes existing resources and activities related to Diversity and Inclusion for units and councils;
- Develops resolutions and promotes existing resolutions related to Diversity and Inclusion;
- Chairs and oversees the work of the Diversity and Inclusion Committee;
- Collaborates with other directors and committees as needed;
- Monitor and update Ohio PTA Web site in a timely manner;
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Collaborates with and mentors the Assistant Director of Diversity and Inclusion;
- Maintains a procedure file to pass on to the successor;
- Submits an annual report to the president by July 15;
- Submits monthly service report vouchers in the manner described in the Ohio PTA Standing Rules;
- Contacts local units and councils to offer field service;
- Focuses on:
 - Implementing Ohio PTA's Diversity and Inclusion Plan and Policies
 - Addressing challenges that PTA's face in the areas of diversity and inclusion
 - Helping ensure that local PTA's reflect the communities they serve
 - Creating programs to educate leaders and members on the needs, cultural beliefs, traditions and family structures of the population they serve
 - Helping give insight into different cultures
 - Helping translate materials

DIRECTOR OF EDUCATION

The Director of Education coordinates the monitoring of all aspects of education – preschool, primary, intermediate, secondary, special, vocational and higher education.

Director of Education:

- Serves on the Board of Directors;
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules;
- Is a member of the Resolutions Committee;
- Attends, conducts or presides over workshops, conferences and convention;
- Creates resources and review existing resources and activities related to education for units/councils;
- Develops resolutions and promotes existing resolutions concerning educational issues;
- Chairs and oversees the work of the education committee;
- Monitors State Board of Education and Ohio Department of Education activities and reports to association;
- Chairs and oversees the Scholarship Committee;
- Collaborates with and mentors the Assistant Director of Education;
- Collaborates with other directors and committees as needed;
- Monitors and updates Ohio PTA Web site in a timely manner;
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Maintains a procedure file to pass on to the successor;
- Submits an annual report to the president by June 15;
- Submits monthly service report vouchers in the manner described in the Ohio PTA Standing Rules;
- Contacts local units and councils to offer field service;
- Focuses on current issues dealing with:
 - Education reform
 - Education environment
 - Teacher/administrator issues
 - The education of children and youth.
- Focuses on Scholarships
 - Coordinates Scholarship Selection Day (Judging) with Ohio PTA staff
 - Coordinates announcement of scholarship recipients with Ohio PTA staff
 - Reviews and revises (as necessary) guidelines and application forms sent to eligible high schools and units/councils annually.

DIRECTOR OF EVENTS

The Director of Events has the responsibility of coordinating the planning of convention and conferences with the chairman of the event and the Ohio PTA staff.

The Director of Events:

- Serves on the Board of Directors;
- Is a member of the Convention Planning Committee;
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules;
- Attends, conducts or presides over workshops, conferences and convention;
- Collaborates with conference chairman and staff to develop schedule, organize equipment needs, engage speakers, and supply work orders to the office to be carried out in a timely manner;
- Monitors and updates Ohio PTA Web site in a timely manner;
- **Ohio PTA Convention**
 - Coordinates registration and equipment needs with OPTA Staff
 - Coordinates convention-related jobs (hostesses, tellers, ushers) with the Board of Directors
 - Coordinates Convention Special Events (Fun Event, Reflections, Recognition Events)
 - Recommends updates to the Convention Handbook on an annual basis;
- **Ohio PTA Leadership Conference**
 - Works with the Vice President of Leadership in coordinating activities
 - Coordinates registration and equipment needs with OPTA staff;
- **Ohio PTA Advocacy Conference**
 - Works with Director of Advocacy in coordinating activities
 - Coordinates registration and equipment needs with the OPTA staff;
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Collaborates with other directors and committees as needed;
- Maintains a procedure book to pass on to the successor;
- Submits an annual report to the president by June 15;
- Submits monthly service report vouchers in the manner described in the Ohio PTA Standing Rules.

DIRECTOR OF FAMILY-SCHOOL PARTNERSHIP

The Director of Family-School Partnership promotes the standards for parent involvement, building partnerships in the community, parent involvement opportunities, parent education for family responsibilities, and helping parents understand the role they play in a child's education.

Director of Family-School Partnership:

- Serves on the Board of Directors;
- Carries out duties as outlined in the Ohio PTA Bylaws and Standing Rules;
- Attends, conducts or presides over workshops, conferences and convention;
- Develops resources, reviews and promotes existing resources and activities related to Family-School Partnerships for units and councils;
- Develops resolutions and promotes existing resolutions related to Family-School Partnerships;
- Chairs and oversees the work of the Family-School Partnership Committee;
- Chairs and oversees the Reflections Committee;
- Collaborates with other directors and committees as needed;
- Monitor and update Ohio PTA Web site in a timely manner;
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Collaborates with and mentors the Assistant Director of Family-School Partnership;
- Maintains a procedure file to pass on to the successor;
- Submits an annual report to the president by June 15;
- Submits monthly service report vouchers in the manner described in the Ohio PTA Standing Rules;
- Contacts local units and councils to offer field service;
- Focuses on:
 - Parent/family involvement
 - Cultural diversity
 - School community involvement issues
 - Education in human relations and home/family life
 - Parenting education and resources.
 - **Reflections**
 - In cooperation with the Ohio PTA staff, coordinates entries received from units and councils and prepares for the judging of the Reflections entries
 - Secures judges in collaboration with Ohio PTA staff
 - Oversees judging of entries at Ohio PTA office
 - Assists with recognition events with Director of Events

DIRECTOR OF HEALTH, WELFARE AND SAFETY

The Director of Health, Welfare and Safety coordinates all aspects of health, welfare, and safety as they pertain to children and youth in home, school, and community.

Director of Health, Welfare and Safety:

- Serves on the Board of Directors;
- Carries out duties as outlined in the Ohio PTA Bylaws and Standing Rules;
- Is a member of the Resolutions Committee;
- Attends, conducts or presides over workshops, conferences and convention;
- Develops resources and reviews and promotes existing resources and activities related to the health, welfare and safety of children and youth for units/councils;
- Develops resolutions and promotes existing resolutions related to the health, welfare and safety of children and youth;
- Chairs and oversees the work of the Health, Welfare and Safety Committee;
- Monitors and updates Ohio PTA Web site in a timely manner;
- Collaborates with and mentors the Assistant Director of Health, Welfare and Safety;
- Oversees the School Nurse Award;
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Collaborates with other directors and committees as needed;
- Maintains a procedure file to pass on to the successor;
- Submits an annual report to the president by June 15;
- Submits monthly service report vouchers in the manner described in the Ohio PTA Standing Rules;
- Contacts local units and councils to offer field service;
- Focuses on current issues dealing with:
 - Physical Health
 - Mental health
 - Environmental health
 - Substance Abuse
 - Home, school and personal safety
 - Societal issues of child welfare
 - The health, welfare, and safety of children and youth.

DIRECTOR OF MEMBERSHIP

The Director of Membership is charged with the responsibility of promoting membership in local PTA units/councils throughout the State of Ohio.

Director of Membership

- Serves on the Board of Directors;
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules;
- Monitors and promotes membership activities in units and councils;
- Attends, conducts or presides over workshops, conferences and convention;
- Develops and facilitates the statewide Ohio PTA Membership Promotion/Campaign and related activities for units and councils to recruit and retain members;
- Develops, reviews and promotes resources and activities for units and councils;
- Works with District Advisors to recruit and retain members;
- Works with District Advisors in recruiting and retaining new units;
- Chairs and oversees work of Membership Committee;
- Collaborates with and mentors the Assistant Director of Membership;
- Collaborates with other directors as needed;
- Oversees membership awards;
- Writes articles for *The Ohio PTA Voice*;
- Is part of the district service team in their district and helps provide field service;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Monitors and updates Ohio PTA Web site in a timely manner;
- Maintains Membership Listserv;
- Maintains procedure files to pass on to the successor;
- Submits an annual report to the president by June 15;
- Submits monthly service report vouchers in the manner prescribed in the Ohio PTA Standing Rules;
- Contacts local units and councils to offer field service;
- Focuses on:
 - Promoting membership in units and councils
 - Organizing new units and councils with the District Advisors
 - Assisting in the retention of current membership in units/councils.

DISTRICT ADVISORS

The District Advisor has the responsibility of providing field service to Ohio PTA units and councils and serving as the direct link between the local level and state association. Field service encompasses those activities that further the purpose of the PTA and lead local PTA units and councils to become more effective.

Field service may include but is not be limited to:

- Representing the Ohio PTA at local unit and council meetings;
- Conducting workshops;
- Promoting the programs of the PTA;
- Advising units and councils on PTA procedure;
- Analyzing the membership potential of the district and developing a plan to recognize that potential;
- Hold periodic (monthly, quarterly) meetings of Council/Non-Council Unit Presidents;
- Identifying leadership potential in the district to serve actively on the following committees:
 - Advocacy
 - Communications
 - Education
 - Family-School Partnerships
 - Health, Welfare and Safety
 - Leadership (2nd Step Gold Key required)
 - Membership
 - Mosaic Diversity and Inclusion Committee
 - Reflections

District Advisors:

- Serve on the Ohio PTA Board of Directors;
- Carry out duties outlined in the Ohio PTA Bylaws and Standing Rules;
- Are available to give service to units and councils;
- Are familiar with all policies, procedures and publications of the National PTA and Ohio PTA such as bylaws, standing rules and position statements;
- Organize and direct the District Service Team;
- Are responsible for acquiring newly elected unit and council presidents names and for reporting or causing others to report them to the Ohio PTA office by June 1;
- Monitor and promote membership in units and councils;
- Plan and conduct the annual District conference;
- Explain the role of district advisor to units and councils;
- Keep a file of district leaders who might be potential Board of Directors candidates;
- Maintain a procedure file;
- Attend, conduct or preside over workshops, conferences and convention;
- Oversees Awards
 - Helping Hands
 - Outstanding District Educator;
- Monitors and updates Ohio PTA Web site in a timely manner;
- Write articles for *The Ohio PTA Voice*;
- Sets goals that advance the Ohio PTA Strategic Plan;
- Write an annual report to give to the Vice President of Field Service by May 31;
- Submit monthly service report vouchers in the manner described in the Ohio PTA Standing Rules;
- Contacts local units and councils to offer field service.

DISTRICT LIAISON

The District Liaison has the responsibility of providing field service to Ohio PTA units and councils and serving as the direct link between the local level and the Vice President of Field Service in areas that do not have District Advisors. Field service encompasses those activities that further the purpose of the PTA and lead local PTA units and councils to become more effective.

Field service may include but is not be limited to:

- Representing the Ohio PTA at local unit and council meetings;
- Conducting workshops;
- Promoting the programs of the PTA;
- Developing a plan with Vice President of Field Service to advise units and councils on PTA procedure;
- Analyzing the membership potential of the district and developing a plan to recognize that potential;
- Holding periodic (monthly, quarterly) meetings of Council/Non-Council Unit Presidents with agenda coordinated with Vice President of Field Service;
- Identifying leadership potential in the district to serve actively on the following committees:
 - Advocacy
 - Communications
 - Education
 - Family-School Partnerships
 - Health, Welfare and Safety
 - Leadership (2nd Step Gold Key required)
 - Membership
 - Mosaic Diversity and Inclusion Committee
 - Reflections

District Liaisons:

- Serve on the Service Team of the Ohio PTA Vice President of Field Service;
- Carry out duties outlined in the Ohio PTA Standing Rules;
- Are available to give service to units and councils;
- Are familiar with all policies, procedures and publications of the National PTA and Ohio PTA such as bylaws, standing rules and position statements;
- Aid the Vice President of Field Service in acquiring newly elected unit and council presidents names and for reporting or causing others to report them to the Ohio PTA office by June 1;
- Monitor and promote membership in units and councils;
- Explain the role of District Liaison to units and councils;
- Maintain a procedure file;
- Attend, conduct (non-Gold Key) or preside over workshops, conferences and convention;
- Help with Awards for district:
 - Helping Hands
 - Outstanding District Educator;
- Write an annual report to give to the Vice President of Field Service by May 31;
- Submit monthly service report vouchers in the manner described in the Ohio PTA Standing Rules;
- Contact local units and councils to offer field service.

DUTIES OF THE VICE PRESIDENT OF FIELD SERVICE SERVICE TEAM:

Coordinated by the Vice President of Field Service, services, provided upon request, to all units and/or councils within the state shall include:

- A. Conducting schools of information.
- B. Accompanying council leaders to wavering units.
- C. Aiding the Vice President with organizing or reorganizing new units or councils.
- D. Presenting programs/non-Gold Key workshops on basic PTA policies.
- E. Providing conflict mediation for units and councils
- F. Providing field service