

Board of Directors Job Descriptions and Standing Committee Chair Descriptions

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.



Ohio PTA
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ALL BOARD OF DIRECTORS

Every member of the board of directors will have certain responsibilities as board members. Each member of the board of directors shall:

- Attend and work the Ohio PTA Convention (only excused by the president under extraordinary circumstances)
- Be welcome to attend National PTA Convention, except the president for whom attendance is mandatory and the executive committee for whom attending is encouraged
- Attend all Ohio PTA board meetings (minimum of 4 per year)
- Use and frequently check their provided Ohio PTA emails for business of the association
- Submits monthly expense service report vouchers prior to each board meeting in the manner described in the Ohio PTA Standing Rules. The expense voucher is found in Ohio PTA's shared Google Drive.
- Submits volunteer service hours prior to each board meeting
- Be a member of the Field Service Committee and help provide field service

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 (see *All Board of Directors* duties above)
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules
- Appoints committee chairs as outlined in the Ohio PTA Bylaws and Standing Rules
- Has knowledge of Parliamentary Principles
- Serves as chair of the Ohio PTA Executive Committee and Board of Directors
- Serves as president of the Ohio Partnership PTA
- 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
- Oversee Directors/Committee Chairs
- Serves as a spokesperson for Ohio PTA or delegates this responsibility
- Monitors the website and reviews all submissions, along with the president-elect, for posting on the website
- Attends, conducts, or presides over workshops, conferences, and conventions

- Write articles for The Ohio PTA Voice as needed
- 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
- 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 (see *All Board of Directors* duties above)
- 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
- Encouraged to attend the National PTA Convention.
- Is Chair of:
 - Oak Tree Committee
 - Strategic Planning Committee
- Is a member of the Convention Planning Committee and Media/Marketing 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
- Serves as president-elect of Ohio Partnership PTA
- Attends, conducts or presides over workshops, conferences and the Ohio PTA convention
- Oversees Directors as appointed by the President
- Monitors the Ohio PTA website and reviews all submissions, along with the president, for posting on the website
- Write articles for The Ohio PTA Voice as needed
- 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 in future planning of the Ohio PTA
- Submits an annual report by June 15 to the president

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 (see *All Board of Directors* duties above)

- 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
- Encouraged to attend the National PTA Convention
- Is chair of:
 - Annual Leadership Training Conference
 - Leadership Committee
- Is a member of the Convention Planning Committee
- Oversees and presents the Ohio PTA Convention Rules
- 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
- Write articles for The Ohio PTA Voice as needed with approval of President and President-elect
- Monitors the Ohio PTA website and submits updates to the president and president-elect in a timely manner
- Develop, review and revise Ohio PTA workshop outlines and presentations annually
- Oversees Directors as appointed by the President
- 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 an annual report to the president by June 15

VICE PRESIDENT OF FIELD SERVICE

The Vice President of Field Service is responsible for guiding the work of the Region 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 Service:

- Serves on the Executive Committee and the Board of Directors (see *All Board of Directors* duties above)
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules
- Is the chair of the Field Service Committee
- Serves as an ex-officio member of the Scholarship Committee
- Is a member of the Convention Planning Committee
- Works with staff on convention credential reporting
- Invitee to Budget & Investment Committee
- Encouraged to attend the National PTA Convention
- Attends, conducts or presides over workshops, conferences and convention
- Oversee and mentor the Region Advisors and Region Liaisons
- Assists Region Advisors in planning Annual Region Conferences
- Develops resources and promotes existing resources for units and councils
- Acts as Interim Region Advisor in those regions without an advisor
- Collaborates with other directors and committees as needed
- Monitors the Ohio PTA website and submits updates to the president and president-elect in a timely manner
- Writes articles for The Ohio PTA Voice as needed with approval of President and President-elect
- 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
- 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 file. 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 ensuring that no business remains “unfinished.” The Secretary/Treasurer should always have on hand an up-to-date copy of the 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. An additional responsibility is approving the expense vouchers of the Board of Directors. In the absence of President, President-Elect, Vice President of Leadership, Vice President of Field Service, the Secretary/Treasurer will preside over meetings of association.

The Secretary/Treasurer:

- Serves on the Executive Committee and Board of Directors (see *All Board of Directors* duties above)
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules
- Serves as secretary/treasurer of Ohio Partnership PTA
- Is chair 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
- Develops resources and reviews and promotes resources related to financial best practices for units and councils
- Encouraged to attend the National PTA Convention
- Attends, conducts or presides over workshops, conferences and convention
- Write articles for The Ohio PTA Voice as needed with approval of President and President-elect
- Monitors the Ohio PTA website and submits updates to the President and President-elect in a timely manner
- 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 an annual report to the president by June 15

DIRECTORS

There are nine Directors at Large who serve on the Ohio Board of Directors.

The Directors will:

- Be expected to chair at least one Ohio PTA committee and serve as a committee member on one or two more Ohio PTA committees.
- Promote the purposes and goals of the Ohio PTA through their committee work
- Perform the duties prescribed by our bylaws, standing rules, job descriptions, and the parliamentary authority adopted by the Ohio PTA.
- Complete ***All Board of Directors*** duties listed above

REGION ADVISORS

The Region 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:

- Serve on the Ohio PTA Board of Directors (see ***All Board of Directors*** duties above)
- Carry out duties outlined in the Ohio PTA Bylaws and Standing Rules
- 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 region and developing a plan to recognize that potential
- Hold regular (monthly) meetings of Council/Non-Council Unit Presidents
- Provide regular communications (monthly) to Council/Non-Council Unit Presidents of Ohio PTA that may include Ohio PTA committee news, advocacy opportunities, region updates, and PTA/nonprofit best practice and laws, etc.
- Identifying leadership potential in the region to serve actively on the following committees:
 - Advocacy
 - Media/Marketing
 - Education
 - Family-School Partnerships
 - Health, Welfare and Safety
 - Leadership (2nd Step Gold Key recommended)
 - Member Services
 - Diversity, Inclusion, and Outreach
 - Reflections
 - Standards of Affiliation
- 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 a Region Service Team
- Are responsible for encouraging, providing guidance, and possibly assisting units and councils to report their incoming officers in Givebacks by June 15th
- Monitor and promote membership in units and councils
- Plan and conduct the annual Region conference(s) or training(s)
- Explain the role of region advisor to units and councils
- Keep a file of region leaders who might be potential Board of Directors candidates; Maintain a procedure file

- Monitors the Ohio PTA website and submits updates to the President and President-elect in a timely manner
- Attend, conduct, or preside over workshops, conferences, and convention
- Oversee Region Awards:
 - Helping Hands Award
 - T in PTA Award
- Write articles for The Ohio PTA Voice as needed with approval of President and President-elect
- 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 expense vouchers prior to each board meeting in the manner described in the Ohio PTA Standing Rules. The expense voucher is found in Ohio PTA's shared Google Drive.
- Submit volunteer service hours prior to each board meeting.
- Contacts local units and councils to offer field service.

REGION LIAISON

The Region Liaison has the responsibility to assist the Region Advisor in providing Field Service and communication with Ohio PTA Regions, Councils, and Units and serving as the direct link between the local level and the Vice President of Field Service in areas that do not have Region Advisors. Region service encompasses those activities that further the purpose of the PTA and lead local PTA units and councils to become more effective. This is a non board position appointed by the Vice President of Field Service and ratified by the board of directors.

Region service may include but is not be limited to:

- Representing the Ohio PTA at local unit and council meetings
- Promoting the programs of the PTA
- Developing a plan with Vice President of Field Service and/or the Region Advisor to advise units and councils on PTA procedure
- Analyzing the membership potential of the region and developing a plan to recognize that potential
- Holding regular (monthly) meetings of Council/Non-Council Unit Presidents with agenda coordinated with Vice President of Field Service in regions that do not have a region advisor
- Identifying leadership potential in the region to serve actively on the following committees:
 - Advocacy
 - Media/Marketing
 - Education
 - Family-School Partnerships
 - Health, Welfare and Safety
 - Leadership (2nd Step Gold Key recommended)
 - Member Services
 - Diversity, Equity, and Inclusion
 - Reflections
 - Standards of Affiliation
- Be a member of the Field Service Committee chaired by the Ohio PTA Vice President of Field Service
- Carry out duties outlined in the Ohio PTA Standing Rules

- Are available to contact and give field 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 encouraging, providing guidance, and possibly assisting units and councils to report their incoming officers in Givebacks by June 15th
- Monitor and promote membership in units and councils
- Explain the role of Region 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 region:
 - Helping Hands Award
 - T in PTA Award
- Write an annual report to give to the Region Advisor or Vice President of Field Service by May 31
- Submit expense vouchers prior to each board meeting in the manner described in the Ohio PTA Standing Rules. The expense voucher is found in Ohio PTA's shared Google Drive.
- Submit volunteer service hours prior to each board meeting.

COMMITTEES

ADVOCACY

The Advocacy Committee 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.

Advocacy Chair:

- Is a member of the Board of Directors (see *All Board of Directors* duties above)
- 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 and updates all VoterVoice activities of Ohio PTA with approval of President
- Writes and delivers testimony when directed by the president
- Coordinates any Ohio PTA Advocacy events
- Serves as the National PTA Federal Legislation Chairman unless otherwise appointed by the president
 - 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
- Works with the Resolutions Committee to develop resolutions and promote existing resolutions related to advocacy and legislative issues
- Coordinates communication with units/councils through OPTA VoterVoice 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 the Ohio PTA website and submits updates to the President and President-elect in a timely manner

- Oversees the The Advocacy Certificate of Excellence (ACE) and the Debbie Tidwell Everyday Advocate Award
- Reviews Position Statements annually and recommends retirement/revisions to BOD
- Write articles for The Ohio PTA Voice as needed with approval of President and President-elect
- 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
- Contacts local units and councils to offer field service with approval from the VP 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 wellbeing 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; in other words, advocate for children
- Interpreting the National PTA and the Ohio PTA Legislation programs to the membership and others.

BYLAWS/STANDING RULES

The Bylaws/Standing Rules Committee 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.

Bylaws/Standing Rules Chair:

- Is a member of the Board of Directors (see *All Board of Directors* duties above)
- 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 along with Region Advisors
- Presents proposed OPTA bylaw amendments to Board of Directors for consideration at convention
- Monitors the Ohio PTA website and submits updates to the President and President-elect in a timely manner
- Write articles for The Ohio PTA Voice as needed with approval of President and President-elect
- 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
- Contacts local units and councils to offer field service with approval of the VP 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.

CONVENTION PLANNING

The Convention Planning Committee has the responsibility of coordinating the planning of convention and conferences with the President and/or the Convention Planning Committee Chair and the Ohio PTA staff.

The Convention Planning Committee Chair:

- Is the President or another member of the Board of Directors (see *All Board of Directors* duties above)
- 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 the schedule, organize equipment needs, engage speakers, and supply work orders to the office to be carried out in a timely manner
- Monitors the Ohio PTA website and submits updates to the President and President-elect 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
- Writes articles for The Ohio PTA Voice
- 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

DIVERSITY, INCLUSION AND OUTREACH

The Diversity, Inclusion and Outreach Committee works collaboratively with the state governance, and council and local leaders. This includes monitoring the implementation of Ohio PTA's Diversity, Inclusion and Outreach 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. This also includes providing recommendations to the board of directors to ensure that Ohio PTA programs encourage inclusion.

Diversity, Inclusion and Outreach Chair:

- Is a member of the Board of Directors (see *All Board of Directors* duties above)
- 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

- Works with the Resolutions Committee to develop resolutions and promotes existing resolutions related to Diversity and Inclusion
- Chairs and oversees the work of the Diversity, Inclusion and Outreach Committee
- Monitors the Ohio PTA website and submits updates to the President and President-elect in a timely manner
- Write articles for The Ohio PTA Voice as needed with approval of President and President-elect
- Collaborates with other directors and committees as needed
- 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 July 15
- Contacts local units and councils to offer field service with approval of VP Field Service

Focuses on:

- Implementing Ohio PTA's Diversity, Inclusion and Outreach Plan and Policies
- Addressing challenges that PTAs face in the areas of diversity and inclusion
 - Helping local PTAs to 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

EDUCATION

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

Education Chair:

- Is a member of the Board of Directors (see *All Board of Directors* duties above)
- 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
- Works with the Resolutions Committee to develop resolutions and promotes existing resolutions concerning educational issues
- Chairs and oversees the work of the education committee
- Monitors the Ohio PTA website and submits updates to the President and President-elect in a timely manner
- Monitors State Board of Education and Ohio Department of Education activities and reports to association
- Collaborates with other directors and committees as needed
- Write articles for The Ohio PTA Voice as needed with approval of President and President-elect
- 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
- Contacts local units and councils to offer field service with approval from VP Field Service

Focuses on current issues dealing with:

- Education reform
- Education environment
- Teacher/administrator issues
- The education of children and youth

FAMILY-SCHOOL PARTNERSHIP

The Family-School Partnership Committee 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.

Family-School Partnership Chair:

- Is a member of the Board of Directors (see *All Board of Directors* duties above)
- 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
- Works with the Resolutions Committee to develop resolutions and promotes existing resolutions related to Family-School Partnerships
- Chairs and oversees the work of the Family-School Partnership Committee
- Monitors the Ohio PTA website and submits updates to the President and President-elect in a timely manner
- Oversees the Family-School Partnership Certificate (FSPC)
- Collaborates with other directors and committees as needed
- Write articles for The Ohio PTA Voice as needed with approval of President and President-elect
- 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
- Contacts local units and councils to offer field service with approval of VP 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.
- Promotes School of Excellence program to units and councils, and assists units and councils with the application process

HEALTH, WELFARE AND SAFETY

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

Health, Welfare and Safety Chair:

- Is a member of the Board of Directors (see *All Board of Directors* duties above)
- 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
- Works with the Resolutions Committee to develop 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 the Ohio PTA website and submits updates to the President and President-elect in a timely manner
- Oversees the Health Service Staff Award
- Write articles for The Ohio PTA Voice as needed with approval of President and President-elect
- 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
- Contacts local units and councils to offer field service with approval of VP 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.

MEDIA/MARKETING OUTREACH

The Media/Marketing Outreach Committee will develop a campaign to promote the purposes and mission of the Ohio PTA.

Media/Marketing Chair:

- Is a member of the Board of Directors (see *All Board of Directors* duties above)
- 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 Media/Marketing Plan to promote Ohio PTA
- Monitors the Ohio PTA website and submits updates to the President and President-elect in a timely manner
- Monitors and posts all social media activities (i.e., Facebook, Instagram, X, etc.) of Ohio PTA with approval of President
- Chairs and oversees the work of the Media/Marketing Committee
- Collaborates with other directors as needed
- Assists with the development of the biennial report and other reports, which may be deemed necessary
- Serves as Historian for the Ohio PTA
- Write articles for The Ohio PTA Voice as needed with approval of President and President-elect

- Monitor and review all Ohio PTA forms and documents on at least a yearly basis or throughout the year as needed.
- Ensures that all updated forms and documents are provided to the Board of Directors to provide for the website and to all Regions/Councils/Units throughout the state
- 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
- Contacts local units and councils to offer field service with approval of VP Field Service

Focuses on:

- Developing a relationship with editorial boards across the state
- Maintaining a file of PTA promotion through mass media
- Assisting Region Advisors in placing PTA public relations pieces in local printed and social media.
- Ensuring documents to include forms and handbooks are kept up to date on a yearly basis
- Divide the documents among the Board of Directors based on knowledge and experience in those areas to ensure that forms and documents are up to date and relevant with final approval from the president and president-elect prior to posting or presenting to the Regions/Councils/Units

MEMBER SERVICES (Membership)

The Member Services Committee is charged with the responsibility of promoting membership in local PTA units/councils throughout the State of Ohio.

Member Services Chair:

- Is a member of the Board of Directors (see *All Board of Directors* duties above)
- Carries out duties outlined in the Ohio PTA Bylaws and Standing Rules
- Monitors and promotes membership activities in units and councils through membership awards throughout the year
- Monitors and promotes the Membership Awards
- 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 Region Advisors to recruit and retain members
- Works with the Membership Outreach Committee and Region Advisors in recruiting and retaining units
- Chairs and oversees work of Membership Committee
- Collaborates with other directors as needed
- Oversee membership awards
- Write articles for The Ohio PTA Voice as needed with approval of President and President-elect
- Sets goals that advance the Ohio PTA Strategic Plan
- Monitors the Ohio PTA website and submits updates to the President and President-elect in a timely manner
- Maintains Membership in Givebacks
- Maintains procedure files to pass on to the successor
- Submits an annual report to the president by June 15
- Contacts local units and councils to offer field service with approval of VP Field Service

Focuses on:

- Promoting membership in units and councils
- Working with the Vice President of Field Service and Region Advisors on the organization of new units and councils
- Assisting in the retention of current membership in units/councils
- Promotion of membership awards, choosing award recipients, and providing award recognition to the units that are membership award recipients

REFLECTIONS

The Reflections Committee recognizes the participation of children and youth, preschool through grade 12, in the Ohio PTA and National PTA project designed to stimulate student participation in the arts.

Reflections Chair:

- Is a member of the Board of Directors (see *All Board of Directors* duties above)
- 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 the National PTA Reflections Program for units and councils
- Chairs and oversees the work of the Reflections Committee
- Collaborates with other directors and committees as needed
- Monitors the Ohio PTA website and submits updates to the President and President-elect in a timely manner
- Write articles for The Ohio PTA Voice as needed with approval of President and President-elect
- 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
- Contacts local units and councils to offer field service with approval of VP Field Service

Focuses on:

- Promotion of the National PTA Reflections Program
- Coordinates entries received from units and councils and prepares for the judging of the Reflections entries in cooperation with Ohio PTA staff
- Secures judges
- Oversee judging of entries at Ohio PTA office
- Assists with recognition events in collaboration with Convention Planning Committee
- Keeps Vice President of Field Service and Region Advisors updated on Reflections rules and dates, and assists units and councils with registering or entry questions