

## Responsibilities of a Local Community Involvement Commissioner

- ⇒ Become knowledgeable about PTA policies and current issues.
- ⇒ Know the key people and organizations that relate to your commission.
- ⇒ Act as a resource on commission issues. Disseminate information and material pertaining to commission concerns to parents, teachers and community.
- ⇒ Serve on council and/or region commission if one is organized.
- ⇒ Be an active, participating member of the local PTA board of directors.
- ⇒ Serve on PTA and community committees as assigned by the PTA president or board.
- ⇒ Organize your commission with teachers, students, parents and community members.
- ⇒ Develop and implement programs that relate to commission concerns.
- ⇒ Keep a record of number of hours spent in PTA work including
 

Travel	Babysitting	Computer time
Telephone	PTA events	Home projects
PTA meetings and training	Classroom time that is PTA involved	
- ⇒ Keep a procedure book to be passed on.
- ⇒ Advocate for children on commission-related issues.
- ⇒ Attend appropriate meetings, including:
  - Local board of director meetings and general membership meetings
  - Training sessions conducted by Utah PTA, Region PTA and Council PTA
  - Utah PTA convention

## Community Involvement Commission Focuses

- ⇒ Business and Community Sponsorships and Partnerships (both for Fundraising and Events)
- ⇒ Community and Public Involvement
- ⇒ Educating Family and Community Groups (Digital Safety, Utah Core, etc)
- ⇒ Education Foundations (facilitate grants, recognizing teachers and volunteers)
- ⇒ Information and Communication Network Plans
- ⇒ Lifelong/Community Education
- ⇒ Minority Leadership and Involvement
- ⇒ Parent/Community Involvement Events (Take Your Family/Community to School Week)
- ⇒ Teacher Appreciation
- ⇒ Volunteer Coordination
- ⇒ Volunteer Appreciation