

# Individual Development Commissioner

## Commissioners

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As a member of the Utah PTA Board of Directors and as a Utah PTA Commissioner, the Individual Development Commissioner shall become familiar and comply with the Utah PTA bylaws and standing rules, particularly the Board, Commissioner, and Commissions and Committees responsibilities in the Utah PTA Board of Directors Handbook.

### **Job Description of the Utah PTA Individual Development Commissioner:**

1. Organize and chair the Individual Development Commission Committee
2. Present recommendations for Individual Development Commission Committee members to the Board for approval
3. Plan and conduct Commission Committee meetings
4. Coordinate efforts with other Commissioners and work as a team
5. Work with the other Commissioners when areas of Commission concerns overlap
6. Appoint and train an Arts Education Grant Board Specialist
7. Develop and update, with the Individual Development Commission Committee, individual development resources for the Leadership Committee. Revise Commission Handbook every two (2) years
8. Work with and assist local, council, and region Individual Development Commissioners
9. Become knowledgeable about and work with community resources, e.g., Utah Arts Council and State Office of Education
10. Collect the volunteer hours of appointees and consultants serving on the Individual Development Commission and report them to the Community Involvement Commissioner at each Board meeting
11. Implement Commission programs and projects in and be knowledgeable about and responsible for the areas of Commission concern, which include, but are not limited to, those in the Utah PTA Handbook
12. Participate on committees and task forces with government, community, and USBE agencies and departments

### **Procedure book of the Utah PTA Individual Development Commissioner:**

1. Organize and chair the Individual Development Commission Committee
2. Present recommendations for Individual Development Commission Committee members to the Board for approval
3. Plan and conduct Commission Committee meetings
4. Coordinate efforts with other Commissioners and work as a team
5. Work with the other Commissioners when areas of Commission concerns overlap

6. Appoint and train an Arts Education Grant Board Specialist
  - A. Serve on the Arts Education Grant Committee
  - B. Assist the Arts Education Grant Board Specialist in choosing and calling together the Arts Education Grant Committee
  - C. Assist in preparing and distributing the judging packets
  - D. Assist in arranging a meeting for the committee to select awardees
  - E. Oversee the notification letters that are sent to the schools and the grant checks (for two-thirds of the amount) and letters that are mailed on July 31st
  - F. Collect final reports from awardees and send the final third of the grant money to the school
7. Develop and update, with the Individual Development Commission Committee, individual development resources for the Leadership Committee.
8. Work with and assist local, council, and region Individual Development Commissioners
9. Become knowledgeable about and work with community resources, e.g., Utah Arts Council and State Office of Education
10. Collect the volunteer hours of appointees and consultants serving on the Individual Development Commission and report them to the Community Involvement Commissioner at each Board meeting
11. Implement Commission programs and projects in and be knowledgeable about and responsible for the areas of Commission concern, which include, but are not limited to, those in the Utah PTA Handbook
12. Serve as a member of committees of community organizations as requested:
  - A. Art programs
  - B. ArtWorks! for Kids
  - C. USBE
  - D. Character development programs
  - E. Utah Division of Arts & Museums
13. Serve as a member of the Utah PTA Commissioners Committee
  - A. Coordinate efforts with other Commissioners and work as a team
  - B. Work with the other Commissioners when areas of commission concerns overlap
14. Serve as a member of the Utah PTA Advocacy Conference, PTA Day at the Capitol, and Leadership Convention committees
  - A. Invite guest speakers to educate the membership at various Utah PTA events, including the Advocacy Conference, PTA Day at the Capitol, and Leadership Convention
  - B. Prepare Individual Development Commission trainings and educate the membership at various Utah PTA events, including the Advocacy Conference, the PTA Day at the Capitol, and the Utah PTA Leadership Convention
  - C. Work with and assist local, council, and region Individual Development Commissioners to establish, develop, and oversee school Individual Development Commissions
15. Serve as a member of the Utah PTA Legislative Advocacy Committee
  - A. Attend monthly committee meeting
  - B. Report legislative issues at each meeting
  - C. During legislative session attend weekly LAC meetings and prepare motions of the position Utah PTA will take on bill list

16. Serve as a member of the Utah PTA Resolutions Committee
  - A. Attend monthly committee meeting
  - B. Review and update resolutions as needed
  - C. Review all resolutions submitted to the Resolutions Committee