

# ADVOCACY RESOLUTIONS SUPPORT COMMITTEE CHAIR

## Qualifications:

- Be a current member of PTA.
- It is preferred to have previously served at least one year on a Utah PTA Commission or Committee.
- It is preferred to have served one term on a local or council PTA board.
- Have a working knowledge of the Utah PTA resolutions approval process.
- Have a knowledge and understanding of PTA programs.
- Have a working knowledge of parliamentary procedure (use Robert's Rules of Order), the bylaws, and standing rules.

## Job Description:

1. Know and support the mission of Utah PTA.
2. Utilize and update position procedure book and other materials and be ready to pass onto successor.
3. Review and update website pages related to this position on a regular basis.
4. Serve as a member of the Utah PTA Board of Managers under the direction of the Resolutions Committee (specifically Advocacy VP).
5. Organize and chair the Advocacy Resolutions Support Committee, as needed.
6. Advise the Resolutions Committee by providing support and direction for Utah PTA Resolutions and attend as invited.
7. Serve as a member of the Legislative Advocacy Committee and other committees as appointed or invited.
8. Be willing to provide support, resources, and training to local and council units.
9. Serve as a member on committees of community organizations as requested and by approval of the Utah PTA president who must approve the appointment of a chair to serve on these committees.
10. Maintain an up-to-date list of resolutions and update and retire as needed.
11. Coordinate creation of new resolutions with board members or local unit submissions.
12. Assist Advocacy VP in other duties as assigned.