

# ADVOCACY VICE PRESIDENT

## Qualifications:

- Be a current member of PTA.
- It is preferred to have served on a local or council PTA board.
- It is preferred to have previously served at least one term on the Utah PTA Board of Directors as a Commissioner.
- It is preferred to have previously served on the Utah PTA Legislative Advocacy Committee.
- Have a knowledge and understanding of PTA mission, purpose and programs.
- Be familiar with and knowledgeable about education and legislative issues.
- Have a knowledge and understanding of Utah PTA Public Policy Program.
- 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 on to 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 Directors, Board of Managers and Executive Committee.
5. Serve as liaison between the Utah PTA Executive Committee and the commissioners.
6. Chair the Utah PTA Legislative Advocacy Committee (LAC).
7. Serve as a member of the Convention Committee as the Resource Fair Chair.
8. Serve as the Chair of the Commissioners, Legislative Advocacy and Resolutions committees.
9. Manage efforts of the commissioners and advocacy related committees.
10. Coordinate the legislative efforts of Utah PTA in making positive change for children.
11. Plan and conduct the Utah PTA Advocacy Conference and PTA Day at the Capitol in conjunction with the commissioners.
12. Serve as the National PTA Federal Legislative Chair (FLC) to coordinate the National PTA Action Alerts through the Utah PTA Take Action Network.
13. Serve on community committees, attend the Utah State Board of Education meetings, and attend other meetings as directed by the president.