

# AREA VICE PRESIDENT

## Qualifications:

- Be a current member of PTA.
- It is preferred to have served one term as the president of a local PTA and have served at the council and region levels.
- It is preferred to have previously served at least one term on the Utah PTA Board of Directors as an Area Director or as a Region Support Committee Chair.
- Have skills in conflict management.
- Have a knowledge and understanding of PTA programs.
- Be familiar with and knowledgeable about education and legislative issues.
- 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 Directors, Board of Managers and Executive Committee.
5. Serve as liaison between the Utah PTA Executive Committee and the Area Directors and Region Support Committee Chairs.
6. Chair the Area Support Committee.
7. Support the Area Directors and Region Support Committee Chairs.
8. Facilitate training for Area Directors and Region Support Committee Chairs and appointees.
9. Facilitate online collection of reports and other information to be reported to the Executive Committee.