

# AWARDS 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 writing and obtaining awards.
- 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 Programs Committee.
5. Organize and chair the Awards Committee, as needed.
  - a. Conduct a successful Utah PTA awards program each year.
  - b. Update yearly and train on Awards Application/Rules and Online submission portal on the Utah PTA website.
6. Serve on the Programs Committee and other working committees as appointed or invited.
7. Be willing to provide support, resources, and training to local and council units.
8. Serve as a member on committees of community organizations as requested and by approval of the Utah PTA president.