## COMPLIANCE VICE PRESIDENT

## Qualifications:

- Be a current member of PTA.
- It is preferred to have previously served at least one term as a member of the Utah PTA Board of Directors.
- It is preferred to have served one term as the president of a local PTA and have served at the council and region levels.
- 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.
- Utilize and update position procedure book and other materials and be ready to pass on to successor.
- 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.
- Serve as chair of the Utah PTA Bylaws Committee.
- 6. Serve on the Givebacks Subcommittee.
- 7. Review, approve and manage the master copy of the Utah PTA Procedure Book, in conjunction with staff, according to Standing Rules policy.
- Review and approve all local and council bylaws submitted to the Utah PTA.
- Ensure that the Utah PTA Bylaws are updated to be in compliance with National PTA Bylaws.
- 10. Update the local and council bylaws forms to ensure they are in compliance with National and Utah PTA requirements.
- 11. Provide bylaws training as needed or requested.
- Serve as a resource for bylaws and compliance questions and concerns.
- Manage council and local good standing status in coordination with other board members and/or staff.

