GIVEBACKS 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 knowledge and understanding of PTA programs.
- Have a working knowledge of parliamentary procedure (use Robert's Rules of Order), the bylaws, and standing rules.
- Specific Skills needed to perform duties:
  a. Givebacks knowledge at local, council and region level.
  b. Database and Excel spreadsheet experience.

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 Executive Committee (specifically President).
5. Organize and chair the Givebacks Committee, as needed.
6. Serve on the Technology committee and other committees as appointed or invited.
7. Meet monthly with Givebacks State Representative for updates etc. and be the Utah PTA Primary contact with Givebacks Company (per Givebacks Contract).
8. Stay up-to-date with Givebacks updates, product releases, new features (per Givebacks Contract).
9. Present and/or arrange for presenters for Givebacks workshops at Leadership Convention, Region and Council Trainings and with the Board of Directors and Managers (per Givebacks Contract).
10. Coordinate updating the Givebacks database with incoming officers, new PTAs, council organization changes, and other changes that affect the Givebacks database.
11. Monitor Givebacks Reports to assist with Unit Stripe accounts, compliance submissions, and Accounts Receivables as needed.
12. Be willing to provide support, resources, and training to local and council units.
13. Serve as a member on committees of community organizations as requested and by approval of the Utah PTA president.