

# LEADERSHIP ACADEMY COMMITTEE CHAIR

## Qualifications:

- Be a current member of PTA.
- It is required to have previously served one year on the Utah PTA Board of Managers.
- It is required to have completed a session of the Leadership Academy as a trainee or presenter.
- It is preferred to have served one term on a local or council PTA board.
- Have leadership and training experience to help attendees build capacity and become better leaders.
- Have a comprehensive 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 Director of Leadership.
5. Serve on the Leadership Committee and other committees as appointed or invited.
6. Organize and chair the Leadership Academy Committee, as needed.
  - a. Develop, plan, coordinate and run cohort(s) of the Leadership Academy, including:
    - i. Presenters for cohort sessions (committee members).
    - ii. Application and selection of cohort participants.
    - iii. Update of materials used in cohort session.
    - iv. Oversee the presentations within the cohort session.
    - v. Promotion of Program and recruitment at PTA events including convention.
7. Serve as a member on committees of community organizations as requested and by approval of the Utah PTA president.