Delaware PTA Officer & Committee Responsibilities

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Duties and Responsibilities for Vice President of Leadership

The Vice President of Leadership shall be in charge of leadership training for the Delaware PTA. The Vice President of Leadership is responsible for the development of the Leadership programs for the Delaware PTA. The programs and training shall be developed and implemented under the direction and guidance of the Delaware PTA President and/or president Elect. The Vice President of Leadership shall work directly with the Convention Chair to plan and develop workshops.

All activities and content will be reported and approved by the Delaware PTA Executive Committee. The VP for Leadership will promote all PTA courses, training and workshops. This includes responsibility for establishing training dates, times and locations in conjunction with the Executive Committee. The Vice President for leadership will develop leadership tools and courses in alignment with goals, mission and objectives set forth in the Delaware PTA strategic plan. This individual is also responsible for statewide engagement in leadership conferences/workshops to promote Delaware PTA.

The Vice President of Leadership must have knowledge of the best practices in training and presentation, and have the ability to use technology to develop new training materials, ability to work with diverse populations and travel within the state as needed.

The Vice President for Leadership shall be responsible for preparing a year-end report outlining training activities for the year. This information will be incorporated into the Board's Strategic Plan for the following year. The VP for Leadership will also report activities to the board each month, attend the Board of Managers meeting, and assist Committee Chairs and other board members as needed for training and education purposes.

Duties and Responsibilities of Region Vice Presidents

The Region Vice President shall act as aids to the President shall also perform duties as assigned by the Board of Directors; have the power, subject to the approval of the President, to call meetings to consider Delaware PTA work with local units, and shall preside over such meetings (Region VP shall report the results of all such meetings to the Executive Committee); in the temporary absence of the President and First Vice President, assume the duties of the President in order of their rank, In addition, Regional Vice President shall interpret Delaware PTA policies, rules, publications, plans, and programs to the local units study the needs and viewpoints of local units through visitation and phone contact and interpret them to the Executive Committee, thus keeping it continuously responsive to local needs; organize local units and assist new units into membership in the Delaware PTA; promote the work of the Delaware PTA by encouraging attendance of local unit people at the state convention, leadership workshops, legislative conference.

The Region VP may be required, on occasion, to attend PTA meetings for the purposes of unit education, unit engagement in DPTA initiatives and/or training.

The Region VP shall be responsible for regular and timely communications with various members of the Delaware PTA board to ensure local unit compliance with deadlines and policy issues. This includes reporting of membership, payment of membership dues, filing of financial reports, maintaining a database of contact information for local unit leadership and attendance at annual leadership training.

On occasion, the Region VP may be asked to contribute stories, highlights and/or other pieces of information for inclusion in the Delaware PTA newsletter and other sources of social media.

Health Education Chair

PTA can positively impact the lives of all children and families. Delaware PTA considers health education a critical component of our education, awareness and advocacy efforts. Multiple studies demonstrate that student health has a direct impact on academic achievement. Health Education also includes mental health and school safety. Focus is on establishing support and resources that promote a comprehensive school health program that integrates activities and services designed to promote the optimal physical, emotional, social and educational development of children and youth.

The Health Education Chair will:

- Utilize National PTA Resources to develop programs and policies that promote health education and literacy in schools and our community;
- Monitor state and national legislation that impacts the health and safety of students •
- Develop and maintain community collaborations to support committee initiatives • Promote community resources and programs
- Work with local units to establish a school wellness committee.
- Help schools, districts and community partners recognize and respond to the health and nutrition needs of their families.
- Encourage compliance with health education directives in the curriculum.
- Work for improvement in health care services (particularly in the school nurse-to student ratios) in school and community.
- Stress the concepts of wellness and prevention.
- Partner with state agencies and organizations to develop recommendations for school wellness policies
- Work with a committee to develop programs focused on improving the health and wellness of our students and their families
- Publicize events in a timely manner.
- Be familiar with Delaware PTA bylaws
- Update Website Chair and Newsletter editor with upcoming events and dates
- Attend monthly board meetings to give committee reports

Webmaster

Delaware PTA's website is managed internally.The Webmaster should:

- Maintain DPTA calendar on the website
- Work with President to determine content
- Stay abreast of community events/programs
- Maintain community partnerships for reciprocal promotion of events/activities
- Gather information from program chairmen and others to keep website updated
- Collect feedback from users and incorporate ideas where possible
- Attend monthly board meetings (or send report via email)

Newsletter/Social Media/Public Relations Chair

To supplement our website and social media outlets, Delaware PTA will publish a monthly electronic newsletter to local leaders and quarterly to VIP MembersThe newsletter will be distributed electronically using our database and should be posted on our website and other social media. The Newsletter chair will also be responsible for developing and submitting Press Releases to local news outlets to promote the advocacy, activities and events of Delaware PTA.

The Newsletter/Public Relations Chair will:

- Develop a newsletter template
- Gather content from PTA board, local PTA units, community partners and others
- Edit information into an easy-to-read format
- Recruit volunteers to assist with journalistic input as needed
- Provide Delaware PTA Board with drafts for approval
- If possible, attend workshops to keep up to date on the latest advances in newsletter publication
- Advertise newsletter as necessary.
- Be familiar with Delaware PTA bylaws and mission
- Attend monthly board meetings (or send report via email)

Delaware PTA Committees Information

Committees: How they work and their relationship to the board and president The President should never do it all. Committees are a way to share the work and expand our outreach. Our Committees are organized around specific areas of need and/or causes and serve as the subject matter experts for their field of activity. The Delaware PTA committees also assist in the planning and promotion of the activities of the State PTA.

Delaware PTA has several committees. Our committees are designated in two ways:

1. **Standing committees:** These committees are permanent. They conduct business year round.
2. **Special committees**: These committees conduct specific business on an ad hoc (as needed) basis. These committees dissolve when the business they were charged to do is complete.

A committee should consist of three or more persons who have been appointed by the President and confirmed by the Executive Board. The President is a member ex officio of all committees, standing and special, except the Auditing Committee and the Nominating Committee. A mission and objective is established for each committee, and committee actions are subject to the control and direction of the Delaware PTA Executive Board. All activities of the committee should align with the overall mission of Delaware PTA. A committee begins with a plan of work or action plan for the year that includes goals, action steps, timelines, and an evaluation for each activity. The plan of work is developed by the

Committee Chair, in conjunction with the committee members, with the guidance of the President and should be presented to the Executive Board for confirmation. The plan of work is governed by state bylaws and should align with the overall mission of the Delaware PTA.

Delaware PTA Committees

Committee Chairs
Committee chairs are responsible for the actions and activities of the committee, including planning, communication, membership, community and organizational outreach, mobilizing stakeholders in support of the committee's activities and receiving board approval. The actions and activities of the committee should support the cause/issue the committee was designed to advance.

General committee chair responsibilities include:

- Providing notice of all meetings to all committee members, including the PTA president;
- Providing guidance to the committee members;
- Working closely with other committee chairs and community stakeholders (possibly combining efforts) so duplication will be avoided and programs and projects will be strengthened by new ideas and manpower;
- Preparing committee reports for board meetings; and
- Seeking board approval before taking any action (including distribution of public notices).
- Serve as a representative for Delaware PTA at on local, community and state task force, working groups and committees.
- Develop and maintain a committee folder in the DPTA shared drive; •
  Other duties as assigned by the Executive Board

Advocacy Committee
Works to actively engage in the development and implementation of public policy in the areas of Education, Child health & nutrition, Juvenile Justice & delinquency prevention and School safety.

The Advocacy Committee will:

- Engage more PTA members in the identification and articulation of DPTA public policy positions;
- Increase PTA member awareness of our organizational advocacy related to public policy development and implementation;
- Participate in monthly federal legislative calls with National PTA
- Develop a plan of work/action plan to inform the committee's activities;
- Inform the Delaware PTA Board, general membership, community partners and schools about education issues and Delaware PTA legislative goals;
- Develop and facilitate advocacy and leadership training for our general membership;
- Convene regular Advocacy Committee meetings to monitor progress of advocacy efforts;
- Develop action alerts to mobilize membership around critical state and national legislative activities;
- Develop position statements that outline Delaware PTA's position on any given issue;
- Develop yearly legislative priorities;
- Provide timely and regular updates to the Delaware PTA Board on advocacy activities and outcomes;
- Develop and sustain relationships with state legislatures and other key stakeholders;
- Facilitate meetings and information sessions with school, community and state decision makers;
- Expand organizational outreach by collaborating with other organizations and agencies with similar organizational missions and objective;
- Remain familiar with Delaware PTA bylaws
- Refrain from endorsing political candidates
- Register with the State of Delaware as a lobbyist and file timely quarterly reports;
- Attend board meetings
- Chair Annual Advocacy Day in Dover

Exceptional Child Committee

This committee collaborates with local and state agencies and organizations with a similar mission. Delaware PTA seeks to advance education, and support the concerns of students with special needs. Special needs or the term exceptional encompasses physical or cognitive impairments that substantially limit one or more major life activities, including but not limited to physical disabilities, learning disabilities, intellectual disabilities, ADHD, autism, or emotional disorders. The term also includes the special issues faced by gifted children. This committee operates in multiple areas including legislative advocacy, education & awareness of parental rights under IDEA, IEP meeting support and training .

This committee will

- Develop a plan of work to inform the activities of the committee;
- Monitor state and national legislation that impacts special education; ·
- Develop trainings, supports and resources to support families of children with disabilities;
- Collaborate with state and community partners to further the activities of the committee and the mission of Delaware PTA;
- Represent Delaware PTA on all stakeholder meetings, committees and working groups focused on Special Education;
- Provide timely updates on information, news and events to Webmaster and Newsletter Chair;
- Provide monthly summaries to the Delaware PTA board on committee activities and outcomes;
- Participate in community events and activities that support students with disabilities;
- Promote policies and programs that support equity and equality in education for students with disabilities;
- Attend board meetings regularly

Family Engagement Committee

Dedicated to providing resources, and implementing strategies to support local units and communities in their efforts to effectively engage all families and increase their ability to positively impact student achievement. Our committee focuses on family engagement in three areas: Early Childhood Education, Elementary, Middle School/ High-school and beyond.

The Family Engagement Committee will:

- Develop a yearly plan of action to inform the activities of the committee; ·
- Utilize National PTA's National Standards for Family-School Partnerships to support local PTA units and schools in their family engagement initiatives;
- Develop and facilitate training and workshops to educate families, educators and

community members on effective and meaningful family engagement;
- Collaborate with community partners and agencies to develop and/or strengthen existing family engagement initiatives;
- Represent Delaware PTA on local, community and state committees, working groups and/or task forces focusing on family engagement initiatives; • Collaborate with other DPTA committees as needed;
- Provide monthly summaries on the committee's activities and outcomes; •
- Attend board meetings regularly;
- Promote the value of PTA; Remain familiar with Delaware PTA bylaws.

Diversity Equity and Inclusion Committee

The purpose of this committee is to **1.)** Develop emerging minority leaders and equip them with the leadership skills necessary for building a more inclusive school environment for ethnically diverse families; **2.**) Learn how to overcome systemic, cultural and linguistic challenges; and **3.**) Better assist underserved school populations.

The Diversity Committee will:

- Develop a yearly plan of action to inform the activities of the committee; •
- Develop tools and resources to promote best practices to build vibrant school communities and engage ethnically diverse families in PTA and in the community;
- Develop and facilitate yearly Emerging Minority Leaders Training; •
- Work collaboratively with other committees to engage diverse families •
- Promote cultural competence within the schools, districts and communities •
- Represent Delaware PTA on any local, community and state committees, work groups and task forces that focus on increasing and celebrating diversity in our schools and communities;
- Regularly inform the board of community and school events and activities • Promote the Delaware PTA and National PTA resources
- Represent Delaware PTA at any National PTA event, training or workshop
- Participate in workshops and/or trainings to remain current on cultural competency
- Work with community leadership to engage diverse communities in PTA; •
- Identify and act on opportunities to Charter community PTAs in an effort to support various diverse groups in the community
- Provide timely updates to Webmaster and Newsletter Chair
- Attend board meetings regularly

Membership Outreach Committee

It is the mission of the membership outreach committee to promote membership in PTA through the recruitment and retention of PTA members and demonstrating the value of PTA.

The Membership Outreach Committee will;

- Attend committee meetings or participate in committee calls;
- Develop a yearly plan of action to inform the activities of the committee; • Provide input/suggestions to expand/ improve services and add value to membership; NPTA Plan per SOA
- Provide input/suggestions on how to increase membership to further support DPTA initiatives;
- Work with Region VP, DPTA Executive Committee, and local unit leadership in assisting units with membership issues or initiatives;
- When attending a state or local meeting, support and promote membership involvement;
- Be able to answer questions regarding Delaware PTA's mission, objectives and structure;
- Address questions and provide information regarding membership (e.g. questions relating to dues);
- Actively recruit new members and promote and encourage participation in Delaware PTA;
- Follow up with any potential members you contact to address questions, provide additional information, and help facilitate their joining DPTA;
- Reach out to those units that are no longer active to determine why and encourage them to rejoin PTA;
- Assess membership needs through instruments such as surveys and questionnaires or other methods suggested by the Board, and communicate results to the Board; •
- Attend board meetings regularly.

Military Outreach Committee

As advocates for all children, Delaware PTA recognizes the unique social and educational challenges that military families face due to deployment and mobility. These challenges impact the student's academic success among other things. Our students have parents that are members of the Delaware Air National Guard, and Delaware National Guard in New Castle and Dover Air Force Base in Dover. The majority of military students attend public schools in these two counties. Our goal is to bring awareness and education to the social and educational challenges of military life and provide our military families with the tools and resources necessary to navigate public education in Delaware.

The Military Outreach Committee will:

- Develop a yearly plan of action to inform the activities of the committee; •

Collaborate with state and national committees/groups to develop education and awareness programming for schools and surrounding communities;
- Provide educational resources, tools and supports for military families; • Collaborate with Military leadership at all bases in Delaware to expand outreach and engage military families in PTA;
- Collaborate with other committees with promote military awareness, programs and services;
- Provide timely updates to the Webmaster and Newsletter chair on events and activities that promote Military appreciation and awareness;
- Provide monthly summary to the board on committee activities and outcomes •
- Represent Delaware PTA on any local, community and/or state committee that focuses on military family support and awareness;
- Promote the value of PTA within the military community;
- Attend board meetings regularly.

Reflections Committee

Reflections' is a statewide program for artistic expression inviting students to create a project based upon an assigned theme. Projects are judged by panels at the state level. Winning submissions move on to the National level.

The Reflections Committee should:

- Set goals for the program
- Create a timeline for achieving goals
- Work with local unit PTAs, school and district staff to promote and develop Reflections Programs
- Promote Reflections Program in the community
- Provide guidance and instruction for participating schools/students • Promote Accessible Arts division Promote the program and distribute information to students and families • Publicize events as appropriate
- Collect digital projects from participating schools and students
- Recruit individuals to serve as judges from statewide arts programs • •
- Coordinate, promote and manage the annual Reflections Ceremony. •
- Manage and adhere to annual program budget
- MaintainReflections folder in the shared drive
- Provide updates Website, email communications and other social media •
- Attend board meetings regularly;
- Coordinate with other DPTA committees as necessary.

Male Engagement Committee

The purpose of the Male Engagement Committee is to develop programs, policies and practices designed to increase male engagement in PTA

The Male Engagement Committee will

- Develop programs focused on increasing male involvement in the school, community and PTA;
- Develop a yearly work plan to inform the activities of the committee;
- Work with other program chairs to coordinate events whenever necessary. ·
- Publicize events in a timely manner.
- Be familiar with Delaware PTA bylaws and mission
- Maintain committee folder in the shared DPTA Drive
- Update Website Chair and Newsletter editor with upcoming events and dates; ·
- Attend monthly board meetings regularly

Convention Committee – Responsible for planning and facilitating the annual state Convention.

The Convention Committee will:

- Develop a plan of action for coordinating Convention activities;
- Secure venue for Convention;
- Collaborate with Vice President for Leadership to develop workshop content and materials;
- Collaborate with Treasurer to establish event budget and secure necessary convention supplies and services;
- Work with community partners and agencies to secure sponsorships, donations and/or in-kind donations;
- Coordinate and promote exhibitor fair;
- Collaborate with Executive Committee and VP of Leadership to identify key note speakers;
- Develop invitations and other promotional materials for Convention; ·
- Collaborate with Treasurer and Membership Committee to facilitate the registration process;
- Develop and prepare annual convention book;
- Collaborate with Secretary to develop podium book
- Collaborate with Membership Committee to confirm units in good standing and delegate voting privileges;
- Develop convention agenda and workshop schedule;
- Collaborate with Webmaster and Public Relations chair to market and promote Convention;
- Prepare annual Convention Report for the board;
- Secure food purchase;

- Prepare folders/materials for attendees;
- Attend board meetings regularly;
- Oversee all aspects of event planning and other duties as assigned

Grant Committee – The grant committee looks to pursue outside sources for funding from local, community, state, corporate, foundation and national grants to support the mission and activities of Delaware PTA.

The Grant Committee will:

- Identify grant opportunities that support the mission of Delaware PTA and/or the work of our committees;
- Collaborate with other committees to secure necessary documentation to complete grant applications;
- Collaborate with Treasurer to oversee the use of grant awards;
- Provide summaries of grant activity to the Executive Committee;
- Provide regular timely updates of all activities completed under a grant award;
- Confer with Executive Committee as necessary to confirm applicability of grant opportunities;

Nominations Committee - The nominating committee calls for nominations of candidates for elected officer positions. It meets as required to consider, interview, and then recommend all eligible candidates nominated for office.

The nominations committee will:

- Follow the schedule for identifying availability of elected positions;
- Collaborate with Webmaster and Public Relations Chair to advertise and promote vacancies within the board;
- Disseminate information on position responsibilities and duties;
- Receive completed nomination forms, bios, resumes and other documents required for open positions;
- Review nominations to make a final recommendation to the Executive Committee • Bring nominations forward for election at the annual State Convention •
- Act in accordance with stated bylaws.

Scholarship Committee- Prepares and updates pre-college awareness, scholarships, and financial aid information for parents and students.

The Scholarship Committee will:

- Develop a plan of work to inform committee activities;
- Review scholarship applications in accordance with established criteria; •
- Notify scholarship recipients of their award;
- Promote available scholarships;

Bylaws Committee - Review the Delaware PTA bylaws. Committee reviews, studies, and amends as needed. Amendments are submitted to the Executive Committee for review and then the general membership for a vote. All approved amendments will be moved forward to the Delaware PTA State Convention floor.

Updated 6/2025