

Representatives

Administrator Representative

As a member of the Utah PTA Board of Directors and as a Utah PTA Representative, the Administrator Representative shall become familiar and comply with the Utah PTA bylaws and standing rules, including the Board member and Representative responsibilities on pages 61 and 71-72 respectively of this Utah PTA Board of Directors Handbook.

Specific duties and responsibilities of the Utah PTA Administrator Representative:

1. Serve as an advocate for PTA and as the liaison to create a positive working relationship between the Utah PTA Board and the superintendents in Utah
2. Serve in an advisory capacity to the Utah PTA Board, represent the superintendents, and keep the Board informed about the superintendents' policies, positions, and concerns
3. Explain PTA positions and disseminate PTA information to superintendents
4. Be invited to, receive agendas and minutes for, and attend as possible all Executive Committee meetings with voice and vote without being considered as part of the quorum. If he desires to be on the agenda or to participate in a specific discussion or vote, he shall be given a time certain
5. Provide training at Leadership Convention as requested