

Utah PTA Board of Directors - Commissioners

Family Life Commissioner

As a member of the Utah PTA Board of Directors and as a Utah PTA Commissioner, the Family Life Commissioner shall become familiar and comply with the Utah PTA bylaws and standing rules, particularly the Board, Commissioner, and Commission responsibilities on pages 61, 69 and 70-71 respectively of this Utah PTA Board of Directors Handbook.

Job description of the Utah PTA Family Life Commissioner

1. Organize and chair the Family Life Commission Committee
2. Serve as a member of the Utah PTA Family-School Partnerships (FSP) Committee and Schools of Excellence Program
3. Serve as a member of the Utah PTA Commissioners Committee
4. Serve as a member of the Utah PTA Legislative Advocacy Conference, PTA Day at the Capitol, and Leadership Convention committees
5. Serve as a member of the Utah PTA Legislative Advocacy Committee
6. Serve as a member of the Utah PTA Resolutions Committee
7. Serve as a member on committees of community organizations

Procedure book of the Utah PTA Family Life Commissioner

1. Organize and chair the Family Life Commission
 - A. Elect a vice chair and secretary at the first meeting of the Commission committee.
 - B. Present recommendation for Family Life Commission committee members to the Board for approval
 - C. Plan and conduct Commission meetings
 - D. Send agenda and approved minutes from the Commission meeting to the Programs Vice President for filing at the Utah PTA office
 - E. Develop and update, with the Family Life Commission, family life resources for the Leadership Committee. Revise Commission Handbook every two years - see schedule on page 42.
 - F. Be responsible for PTA Take Your Family to School Week and PTA Three for Me
 - G. Promote strong, healthy family relationships and better parenting
 - H. Collect the volunteer hours of Board Specialists and consultants serving on the Family Life Commission and report them to the Community Involvement Commissioner at each Board meeting
 - I. Implement commission programs projects and be knowledgeable about and responsible for the areas of commission concern, which include, but are not limited to, those listed in the Utah PTA Handbook
2. Serve as a member of the Family-School Partnerships (FSP) Committee and Schools of Excellence Program
3. Serve as a member of the Commissioners Committee
 - A. Coordinate efforts with other Commissioners and work as a team
 - B. Work with the other Commissioners when areas of Commission concerns overlap
4. Serve as a member of the Legislative Advocacy Conference, PTA Day at the Capitol, and Leadership Convention committees
 - A. Invite guest speakers to educate the PTA membership at various Utah PTA events, including the Legislative Advocacy Conference, the PTA Day at the Capitol, and the Leadership Convention
 - B. Prepare Family Life Commission trainings and educate the PTA membership at various Utah PTA events, including the Legislative Advocacy Conference, the PTA Day at the Capitol, and the Leadership Convention
 - C. Work with and assist local, council, and region Family Life Commissioners

5. Serve as a member of the Utah PTA Legislative Advocacy Committee
 - A. Attend monthly committee meetings
 - B. Report legislative issues at each meeting
 - C. During the legislative session attend weekly LAC meetings and prepare motions of the position Utah PTA will take on upcoming legislative bill list

6. Serve as a member of the Utah PTA Resolutions Committee
 - A. Attend monthly committee meetings
 - B. Review and update resolutions as needed
 - C. Review all resolutions submitted to the Resolutions Committee

7. Serve as a member on committees of community organizations
 - A. Work with the Governor's Office and state departments that work with families
 - B. Participate on committees and task forces with the following government, community, and USOE agencies and departments. Some examples include:
 - 1) Child Abuse and Neglect Advisory Council (CAN Council)
 - 2) Governor's Early Childhood Commission
 - 3) Utah Family Partnership Network Advisory Board
 - 4) Underage Drinking Prevention Work Group
 - 5) Early Childhood Comprehensive System Grant State Team
 - 6) Child Care Resource and Referral - Metro Advisory Board
 - 7) Governor's Sexual Violence Prevention Committee
 - 8) Prevention Dimensions Steering Committee