

Utah PTA Board of Directors - Executive Committee

Regions Vice President

As a member of the Utah PTA Board of Directors and Executive Committee (officer), the Regions Vice President shall become familiar and comply with the Utah PTA bylaws and standing rules, including the Board, Executive Committee, and Vice President responsibilities on pages 61 and 68 respectively of this Utah PTA Board of Directors Handbook.

Past PTA experience required to be elected Utah PTA Regions Vice President:

1. Have previously served at least one (1) complete term on the Utah PTA Board of Directors
2. Have previously served at least one term as a Region Director or Associate Director (3/04)

Job description of the Utah PTA Regions Vice President:

1. Serve as a member of the Utah PTA Executive Committee (See page 68)
2. Represent Region Directors and Associates
3. Chair the Region Directors' Committee
4. Work closely with and be aware of the needs of the Region Directors and Associates
5. Provide training for Region Directors, Associates, and council presidents
6. Facilitate online collection of reports and other information to be reported to the Executive Committee
7. Annually appoint a representative from the Region Directors Committee who has at least one (1) year experience serving on the Region Directors Committee.

Procedure Book for Utah PTA Regions Vice President:

1. Serve as a member of the Utah PTA Executive Committee (See page 68)
2. Represent Region Directors and Associates
 - A. Serve as a liaison and communication link between the Executive Committee and the Region Directors
 - 1) Represent the Region Directors when attending Executive Committee meeting
 - 2) Coordinate and send emails from the Executive Committee and Commissioners to the Region Directors
 - B. Be a voice for Region Directors as a member of the Finance, Legislative Advocacy, Leadership, Communications and Core Convention committees
3. Chair the Region Directors' Committee
 - A. Organize and plan Region Directors' meetings
 - B. Provide an agenda and submit it to the President or Secretary ten (10) days before Region Directors Committee meetings
 - C. Provide handouts and information to members who did not attend the meeting within one (1) week
 - D. Summarize in the minutes and distribute to Region Directors and associates the action items and assignments on which they need to report at the next Board or committee meeting
4. Work closely with and be aware of the needs of the Region Directors and Associates
 - A. Serve as a resource for Region Directors and Associates by helping regions as needed with questions, concerns, or problems
 - B. Make contact with each Region Director and Associate during the months when there is not a Board meeting
 - C. Coordinate the Region Directors' needs and requests for field service with the Director of Leadership.
5. Provide training for Region Directors, Associates, and council presidents
 - A. Provide, in consultation with the President, orientation and training for new Region Directors before July Board meeting

- B. Provide ongoing training as part of Region Director’s Committee meetings including nominating committee training and elections for Regions and Councils
 - C. Provide training for council presidents through workshops for council presidents at Leadership Convention. An additional council presidents’ training may be scheduled in the fall
 - D. Organize, assign, and train facilitators for Leadership Convention prior to the first convention workshop. Most facilitators are Region Directors and Associates, with council presidents assisting as needed
 - E. Facilitate service of Region Directors and Associates on commissions and train, along with the Programs VP, on the importance of participation and attendance. In consultation with the President and Regions VP, a Region Director or Associate may be excused from serving on a commission on an annual basis.
6. Facilitate the online collection of reports and other information
- A. Work with the Region Directors and Associates to gather the names and contact information of Region Directors, Associates, and council and local presidents and submit to Utah PTA by June 1. This information is compiled into the Utah PTA database and kept at the PTA office (See Board norms #2 on page 60.)
 - B. Review all local, council, and region online reports and report any important information, especially special projects, events, and activities from them to the Executive Committee and other Board members
 - 1) The report forms are reviewed by the Executive Committee annually by April 1
 - 2) The current report forms are found on the Utah PTA website under Executives, Region VP, Reports and are available after August 1
 - 3) Three (3) local, council, and region reports are due throughout the year
 - a) Report #1 is due November 1
 - b) Report #2 is due February 1
 - c) Report #3 is due May 1
 - 4) The compilation of each report is filed and retained on the Utah PTA office computer
 - 5) Volunteer hours from the reports are collected and submitted to the Community Involvement Commissioner