

## Utah PTA Board of Directors - Commissioners

# Safety Commissioner

As a member of the Utah PTA Board of Directors and as a Utah PTA Commissioner, the Safety 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 Safety Commissioner

1. Organize and chair the Safety Commission Committee
2. Serve as a member of the Utah PTA Commissioners Committee
3. Serve as a member of the Utah PTA Legislative Advocacy Conference, PTA Day at the Capitol, and Leadership Convention committees
4. Serve as a member of the Utah PTA Legislative Advocacy Committee
5. Serve as a member of the Utah PTA Resolutions Committee
6. Serve as a member on committees of community organizations as requested

### Procedure book of the Utah PTA Safety Commissioner

1. Organize and chair the Safety Commission Committee
  - A. At the first meeting of the Commission meeting elect a vice chair and Secretary
  - B. Present recommendation for Safety Commission Committee members to the Board for approval
  - C. Plan and conduct Commission committee 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 Safety Commission Committee, safety resources for the Leadership Committee. Revise Commission Handbook every two (2) years - See schedule on pages 42
  - F. Promote the safety of all Utah students and families
  - G. Promote safety issues
  - H. Collect the volunteer hours of appointees and consultants serving on the Safety Commission and report them to the Community Involvement Commissioner at each Board meeting
  - I. Implement Commission programs and projects in 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 Utah PTA 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
3. Serve as a member of the Utah PTA 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 Safety 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 safety commissioners
4. Serve as a member of the Utah PTA Legislative Advocacy Committee
  - A. Attend monthly committee meeting
  - 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

5. Serve as a member of the Utah PTA Resolutions Committee
  - A. Attend monthly committee meeting
  - B. Review and update resolutions as needed
  - C. Review all resolutions submitted to the Resolutions Committee
  
6. Serve as a member of community organization committees as requested
  - A. Participate on committees and task forces with government, community, and USOE agencies and departments
  - B. Partner with child crime agencies to present an annual Critical Issues Conference