

# REGION SUPPORT COMMITTEE CHAIR

*See Bylaws Article VIII, Sections 4 and 5 for complete duties and responsibilities*

## Qualifications:

- Be a current member of PTA.
- It is preferred to have previously served at least one term as a council officer.
- Have skills in conflict management.
- Have a knowledge and understanding of PTA programs.
- Be familiar with and knowledgeable about education and legislative issues.
- Have a working knowledge of parliamentary procedure (use Robert's Rules of Order), the bylaws, and standing rules.

## Job Description:

1. Know and support the mission of Utah PTA.
2. Utilize and update position procedure book and other materials and be ready to pass onto successor.
3. Review and update website pages related to this position on a regular basis.
4. Serve as a member of the Utah PTA Board of Managers under the direction of the Area Vice President.
5. Serve on the Area Support Committee.
6. Organize and chair the region support committee.
  - a. Serve as the liaison and training representative for Utah PTA to councils.
  - b. Promote the mission, programs and resources from National and Utah PTA to Councils in their region.
  - c. Facilitate relationship with District with Councils/Region.
7. Serve on committees as appointed or invited.
8. Serve as a member on committees of community organizations as requested and by approval of the Utah PTA president.