

# AREA DIRECTORS (4 POSITIONS)

## Qualifications:

- Be a current member of PTA.
- It is preferred to have previously served at least one term as a Utah PTA Region Support Committee Chair.
- It is strongly recommended to have served one term as a local or council PTA president or board member.
- 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 both the Utah PTA Board of Directors and Board of Managers.
5. Serve as a member of the Area Support Committee and as an aide to the Area Vice President.
6. Identify training needs and forward to the Leadership Committee for creation of materials.
7. Within assigned area:
  - Act as a liaison between Utah PTA and region support committees and facilitate training for region support committees.
  - Identify annually, PTAs/PTSAs that qualify for dissolution and the process according to the dissolution checklist/packet.
  - Identify annually, any schools that could be potential PTAs/PTSAs and start the new PTA process.
8. Serve as a member of one standing committee and one working committee of Utah PTA beyond the Area Support Committee.
9. Complete assignments from the Board of Directors.