

COMPLIANCE VICE PRESIDENT

Qualifications:

- Be a current member of PTA.
- It is preferred to have previously served at least one term as a member of the Utah PTA Board of Directors.
- It is preferred to have served one term as the president of a local PTA and have served at the council and region levels.
- 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 on to 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 Directors, Board of Managers and Executive Committee.
5. Serve as chair of the Utah PTA Bylaws Committee.
6. Serve on the Givebacks Subcommittee.
7. Review, approve and manage the master copy of the Utah PTA Procedure Book, in conjunction with staff, according to Standing Rules policy.
8. Review and approve all local and council bylaws submitted to the Utah PTA.
9. Ensure that the Utah PTA Bylaws are updated to be in compliance with National PTA Bylaws.
10. Update the local and council bylaws forms to ensure they are in compliance with National and Utah PTA requirements.
11. Provide bylaws training as needed or requested.
12. Serve as a resource for bylaws and compliance questions and concerns.
13. Manage council and local good standing status in coordination with other board members and/or staff.