Administrator Representative

- Official Job Description

Qualifications:

- Be a current member of PTA.
- Be currently employed as a superintendent in Utah.
- It is preferred to have served one term on a local or council PTA board.
- Have a knowledge and understanding of PTA programs.
- Be familiar with and knowledgeable about education and legislative issues.

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 both the Utah PTA Board of Directors and Board of Managers.
5. Serve as an advocate for PTA and as the liaison to create a positive working relationship between the Utah PTA board of directors and the superintendents in Utah.
6. Serve in an advisory capacity to the Utah PTA board of directors, represent the superintendents, and keep the board informed about the superintendents' policies, positions, and concerns.
7. Explain PTA positions and disseminate PTA information to superintendents.
8. Attend all Board of Directors meetings when possible. Agenda time certains can be requested as needed.
9. Provide training at Leadership Convention as requested.

A Guide for Prospective Board Leaders

Serving on the Utah PTA Board is more than holding a title. Every Board member is part of a leadership team responsible for advancing the mission of Utah PTA, supporting local and council PTAs, advocating for children and families, and helping carry out the work of the association.

This guide is designed to help prospective candidates understand the **scope, expectations, meetings, responsibilities and approximate time commitment** associated with each position before agreeing to serve.

The individual job descriptions in the Governance Handbook remain the official description of each position. This guide is intended to provide a more practical picture of what service looks like.

What this position really means

The Director of Programs provides leadership and coordination for Utah PTA's statewide program portfolio.

Major responsibilities

- Chair the Programs Committee.
- Oversee program chairs including:
    - Arts Grant
    - Awards
    - Battle of the Bands
    - Diversity, Inclusion and Outreach
    - Grants
    - Military Families
    - Reflections
    - School of Excellence
- Support program chairs.
- Ensure programs align with the mission of Utah PTA.
- Provide resources and training to local and council PTAs through Region Support Committees.
- Coordinate program communication and implementation.

Meetings

- Board of Directors — at least 9/year
- Board of Managers — at least 3/year
- Programs Committee
- Individual program committee meetings
- Training and event meetings
- Convention/program meetings
- All Utah PTA Events as needed

Approximate time commitment

10-25 hours a week with seasonal increases depending on program calendars.

Beyond the Job Description: This position requires you to balance multiple programs, deadlines, volunteers, and partnerships while keeping the focus on meaningful opportunities for children, families, and local PTAs.

What Every Board Member Should Know

Regardless of position, Board service includes several responsibilities that are easy to underestimate.

Every Board member is expected to:

- Support the mission, purposes, policies, positions, bylaws and standing rules of Utah PTA.
- Act as an ambassador for PTA.
- Attend Utah PTA board meetings, conventions, conferences and training meetings.
- Participate in informed decision-making and policy development.
- Respond to PTA communication in a timely manner, including checking email regularly.
- Participate in field service, training and legislative efforts as requested.
- Be aware of local PTA needs and perspectives.
- Serve on committees, commissions or in other capacities as assigned or elected.
- Report regularly on programs, projects or committee work.
- Travel as necessary to fulfill responsibilities.
- Maintain and update a procedure book and resources for the position.
- Orient the next person who holds the position and transfer materials at the end of the term.
- Track and report volunteer hours.
- Work within the approved budget.
- Maintain confidentiality.
- Communicate professionally and respectfully.
- Support Board decisions once they have been adopted.
- Follow the expectations of Robert's Rules of Order, Utah PTA bylaws and standing rules.

The board governance handbook specifically identifies the Board's duties of **obedience, care and loyalty** and states that the Board accomplishes the work of Utah PTA through committees, programs and events.

Board culture and norms

A Utah PTA Board member should be prepared to:

Be professional.
Listen to different perspectives, disagree respectfully, give feedback directly and address problems rather than allowing them to grow.

Be prepared.
Read materials before meetings, complete preparation outside of meeting time, arrive ready to participate and bring questions or recommendations when appropriate.

Be engaged.
Meetings are working meetings. Board members are expected to remain engaged, avoid side conversations and give the business of PTA their attention.

Be accountable.
Meet deadlines, complete assignments, communicate when challenges arise and follow through on commitments.

Be a team member.
A position is not an independent program. Board members work within the larger structure of Utah PTA and coordinate with staff, officers, directors, commissioners, committees, regions, councils and local PTAs.

Represent PTA.
When serving in an official capacity, Board members represent Utah PTA rather than simply themselves.

BEFORE YOU SAY YES

A prospective candidate should be able to answer:

Do I have the time?
Can I consistently attend required meetings, prepare beforehand, participate in committee work and complete assignments?

Do I understand the scope?
Do I understand that the position includes responsibilities beyond the items listed in the job description?

Can I work as part of a team?
Am I comfortable listening to differing opinions, working through disagreement and supporting decisions once the Board has acted?

Am I willing to learn?
Am I willing to learn Utah PTA's structure, policies, bylaws, programs and expectations?

Can I follow through?
Can I meet deadlines, respond to communication and complete the work associated with the position?

Can I represent Utah PTA?
Am I prepared to represent the organization professionally and consistently with its mission, policies and positions?

Do I have the capacity for the seasonal demands?

Some positions may be relatively manageable during one part of the year and require significant additional time during convention, legislative session, membership campaigns or program seasons.