

## What is the Administrative Vice President's Role in PTA?

- ✧ Work to make parents feel welcome and comfortable in school (the first step toward parent involvement).
- ✧ Plan for and encourage parents to attend parent-teacher conferences.
- ✧ Be sensitive to how the family home life may affect how parents feel toward school.
- ✧ Be active in the PTA and encourage teachers to become PTA members and to participate.
- ✧ Help the PTA keep its primary focus on education rather than fundraising. The Administrative VP and PTA can work together to solve problems and set goals that will benefit students.
- ✧ Help the PTA plan activities to accomplish specific goals (e.g. encourage the PTA to plan events promoting students' well being, home-school cooperation and community improvement).
- ✧ Work with the PTA to develop a program for volunteer training, and use parent and community volunteers who can help enrich all areas of the school.
- ✧ Help parents stay informed on current issues in education.
- ✧ Recognize PTA volunteer efforts and appreciate the contributions of parents.
- ✧ Encourage constructive discussions with parents that build confidence in the school's leadership and strengthen parent partnerships.
- ✧ Review and sign all PTA check request forms (required by state law).



[utahpta.org/administrative-vp](https://utahpta.org/administrative-vp)

Administrative VPs play a significant role in a successful PTA. As a member of the local PTA Board, the Administrative VP works side-by-side with the PTA President and other officers to create the "PTA culture" on that campus.

Communication, planning and delivery of meetings, programs, and events will determine how members view the PTA's relevance and value.

### UTAH PTA MISSION

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

## 2026 UTAH PTA HANDBOOK



## ADMINISTRATIVE VICE PRESIDENT

## PTA Meetings to Attend

The PTA president and administrative VP should maintain a clear, consistent communication channel.

### PTA Council Meetings

Each PTA council offers valuable materials and training from the district as well as Utah PTA at their monthly meetings. Councils are composed of multiple local PTAs within a city, district, or designated area. The president, president-elect and admin VP are the official voting delegates to the council for their PTA.

### PTA Executive Committee Meetings

An executive committee meeting consists of the PTA officers. Dates of these monthly meetings are determined by the executive committee and announced at the beginning of the school year.

### PTA Board of Directors Meetings

The board of directors is the elected officers (including admin VP and teacher VP), commissioners, and standing committee chairs. They meet regularly to make decisions and set goals that will then be brought to the membership for their approval. Committee reports and issues are addressed at these meetings. Please note that the board of directors does not have the authority to make or authorize expenditures that are not in the budget. Leadership areas commonly represented: advocacy, leadership, communications, membership, community engagement, education, family life, health, safety, and student leadership.

### PTA General Membership Meetings

A general membership meeting is a meeting of all PTA members who come together to conduct PTA business; budget approval, budget amendments, election of nominating committee, and election of officers. Utah PTA requires a minimum of three (3) general meetings per year. All PTA members are encouraged to attend these meetings. Members should include parents, the entire school staff (including administrators), businesses, neighbors, and anyone who believes in the PTA Mission and purposes. The general membership is all individuals who have paid dues to the local PTA for the current membership year.

## Visit the Admin section of the Utah PTA website to find out more about these topics:



### Why PTA?



### PTA Basics



### How the Principal Works with PTA



### The Principal & Leadership



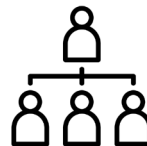
### PTA Trainings



### What is Good Standing?



### Fiscal Management of a Local PTA



### Organizing The Board



### PTA Bylaws



## National Standards for Family-School Partnerships

These standards were developed by the National PTA in collaboration with parent involvement researchers and other national leaders. They are endorsed by more than 30 professional education and family-school involvement organizations. The standards clearly delineate those practices that have been shown to lead to success and high-quality parent involvement programs.



- ✧ Welcoming all families into the school community
- ✧ Communicating effectively
- ✧ Supporting student success
- ✧ Speaking up for every child
- ✧ Sharing power
- ✧ Collaborating with community

[utahpta.org/national-standards-family-school-partnerships](http://utahpta.org/national-standards-family-school-partnerships)