

DIRECTOR OF LEADERSHIP

Qualifications:

- Be a current member of PTA.
- It is preferred to have previously served at least one year on a Utah PTA commission or committee.
- 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.
- 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. Organize and chair the Leadership Committee.
6. Organize and oversee the leadership pillar of the Strategic Plan yearly.
7. Report on leadership and provide training at each board of directors meeting.
8. Serve as a member of the Utah PTA Leadership Convention Committee and Legislative Advocacy Committee.
9. Serve on subcommittees within the scope of the position, as well as on other committees as appointed or invited.
10. Coordinate Utah PTA field service in conjunction with the Area Vice President and Area Directors.
11. Develop and update leadership resources for use in field service and in Council Meetings.
12. Plan in coordination with the President and President-elect orientation and transition planning for all new Board of Directors Members with their predecessors.
13. Coordinate LEAP and Gold Star Awards yearly in conjunction with the Awards Chair and Director of Membership.
14. Implement the schedule for handbooks to be updated biennially or as needed to include:
 - a. Presidents Handbook
 - b. Treasurers Handbook
 - c. Area/Region Handbook
 - d. Council President Handbook
 - e. Council/Region Financial Handbook
 - f. Administrators/Principals VP Handbook
 - g. Board of Directors and Board of Managers Handbooks
15. Coordinate with the Technology Committee and Utah PTA staff to support the Board of Directors and Board of Managers with website updates.