

ILLINOIS PTA STATE BOARD OF DIRECTORS JOB DESCRIPTIONS

All board members shall have knowledge of the mission, vision and value of PTA, as well as an understanding of the position to which elected or appointed. Eligibility requirements for positions on the state board **must** be met before an elected candidate may be seated. Board members may be asked to represent the Illinois PTA at meetings of cooperating agencies and/or other like-minded organizations with which the Illinois PTA works from time to time.

All board members are expected to prepare information for the Illinois PTA communications media with the membership, participate in the annual convention as assigned, as well as present any relevant convention workshop as determined by the program committee.

All board members shall participate in committees and events as assigned by the president and/or the executive committee.

Unless otherwise specified, all positions require year-round participation.

Voting Board Positions Executive Committee:

President

- facilitates the work of the association in consultation with the executive committee
- presides at all meetings of the Illinois PTA, including: the annual convention, state board of directors and executive committee
- represents the Illinois PTA in accordance with the structure of the National PTA's requirements
- participates in cooperating agency meetings as assigned by the executive committee
- appoints special committees and program coordinators
- appoints consultants and parliamentarian
- serves ex-officio on all committees except BDNC
- approves all materials prepared by the president-elect and the vice presidents
- approves all materials used in the electronic communications media of the Illinois PTA
- signs all contracts in the name of the association
- signs checks in the absence or inability of the treasurer to do so

President-elect

- serves as a special assistant to the president
- serves as a member of the executive committee
- reports directly to the president
- is responsible for the legislation policies committees
- approves materials prepared by the legislation policies committee
- approves materials prepared by the legislative advocacy director and the resolutions director
- is responsible for any duties assigned by the president
- must have served at least one (1) year on the state board, prior to election
- becomes the Illinois PTA President upon completion of term

Vice President of Field Operations

- serves as a member of the executive committee
- reports directly to the president
- facilitates and assists in the work of the region directors (RDs) and district directors (DDs)
- approves all materials sent out by RDs
- serves as a liaison between the executive committee and the region directors
- is responsible for any region without a director and/or any district without a director when there is no region director



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Vice President of Program Services

- serves as a member of the executive committee
- reports directly to the president
- facilitates the program directors and committees of the Illinois PTA, with the exception of the legislation policies committee and the Board Development and Nominating Committee
- approves all plans of work and materials sent out by program directors supervised
- serves as a liaison between the program directors and the executive committee
- is responsible for the work of those committees where a vacancy exists

Secretary

- serves as a member of the executive committee
- reports directly to the president
- records and maintains official documents of the Illinois PTA, which are kept on file in the offices of the association, including but not limited to minutes, reports, recommendations from the executive committee meetings, board of directors' meetings, and convention as well as any contracts signed
- records and maintains the minutes of all meetings of the Illinois PTA, including the annual convention, state board of directors, and the executive committee records/minutes of all official meetings include any/all documents presented to the board for consideration
- records verbatim all motions made at any of the above-mentioned meetings including any amendments thereto, and the final disposition of the motion
- maintains an accurate eligibility list of all state board directors
- conducts official correspondence of the Illinois PTA as directed by the executive committee

Treasurer

- serves as a member of the executive committee
- reports directly to the president
- oversees the financial transactions of the Illinois PTA in conjunction with the state office
- maintains a complete set of books of budgeted accounts
- registers signatures on all financial accounts, secures all account forms, completes authorizations, and secures signature of the president and secretary
- disburses funds only in accordance with the budget adopted by the convention delegates and as authorized by the state board of directors
- presents financial reports at the meetings of the Illinois PTA including the state convention, the state board of directors, and the executive committee
- serves as director of the budget and finance committee, and the office policy and personnel committee
- serves as director of the endowment fund trustees
- serves as a consultant to convention general arrangements committee,

Leadership Development

- reports to the vice president of program services
- is responsible for the development and budget of the leadership program of the Illinois PTA
- must have taken the Illinois PTA courses, and Train the Trainers have knowledge of best practices in training and presentation, and have the ability to use technology to develop new training materials
- promotes all PTA courses
- administers the course participation incentive program
- arranges Train the Trainers workshops
- develops leadership tools and courses
- is responsible for statewide leadership conferences



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Legislative Advocacy

- reports to the president-elect
- chairs the legislation policies committee
- is responsible for maintaining and updating the Legislation Platform of the Illinois PTA
- is responsible for monitoring legislative activity and determining, in accordance with the Legislation Platform, which bills the Illinois PTA will track
- maintains regular communication with the membership regarding legislative activity
- reviews annually previously adopted resolutions to determine if they are to become continuing positions, dropped or completed
- reviews annually all continuing positions of the Illinois PTA
- calls for amendments to the legislation platform
- administers any annual awards program related to legislative advocacy
- researches requests on legislative activity submitted by board members

Membership

- reports to the vice president of program services
- develops an on-going membership-marketing campaign strategy that encompasses recruitment, engagement and maintenance of members
- administers any annual membership awards programs
- promotes values and benefits of membership in the Illinois PTA
- chairs the membership committee
- collaborates with board members to successfully implement adopted, on-going membership strategies
- submits monthly reports to region and/or district directors
- communicates regularly with membership chairmen at the local unit level

Region Director *

- reports to the vice president of field services
- promotes the work of PTA within the region
- serves as an advisor to the PTA districts, local units and councils within the region
- establishes a region board that includes all district directors within the region and assistants necessary to facilitate the PTA work in the region
- holds an annual region board orientation, regularly scheduled region board meetings, and region annual meeting
- attends regularly scheduled meetings of the state board of directors, including orientation, inservice trainings and conferences (if unavailable to attend in person, attend by electronic communications media)
- attends, as available, Illinois PTA events hosted within the region
- submits an annual report to the vice president of field services
- organizes new local units within the region in districts without directors
- approves circularized materials of district directors within the region
- serves on committees of the state board of directors as appointed by the president
- contributes information for electronic communications media detailing the activities within the region
- participates in the annual convention, as assigned by the president, and hosts the region caucus
- submits forms and expenses as required

* In single district regions, the region director assumes all the existing responsibilities of a district director.

Non-Voting Board Positions: These board members are referred to as “directors”

Cultural Arts

- reports to the vice president of program services
- prepares the PTA Reflections program materials for Leadership Resources and provides additional information as necessary
- prepares the materials for the District Directors/Region Directors for judging
- prepares winning entries for submission to the National PTA for judging
- promotes and educates local units on the importance of cultural arts, particularly those related to schools and children
- notifies all Illinois PTA winners with an invitation to the Reflections Award Ceremony and conducts the ceremony at a time and place determined by the executive committee

District Directors

- reports to the vice president of field operations
- promotes PTA work within the district
- serves as an adviser to the local PTA/PTSA units and councils within the district
- organizes new local PTA/PTSA units and new councils with the district
- approves the bylaws of new local PTA/PTSA units and councils prior to organizational approval
- establishes a district board that includes all council presidents within the district and assistants necessary to conduct the PTA work of the district
- holds regularly schedule district board meetings, district board orientation, and a district annual meeting
- review and/or approve the bylaws of local PTA/PTSA units and councils at least every two (2) years which do not conflict with National and/or Illinois PTA bylaws
- approves plans of work of council presidents and all materials circularized by councils unless they are in conflict with National or Illinois PTA policies
- submits an annual report to the region director
- attends region board meetings
- serves on Illinois PTA committees as assigned by the president
- provides leadership training opportunities within the district
- submits required forms and expenses as directed
- forms a scholarship selection committee
- participates in convention and other Illinois PTA events and activities as directed by the president
- attends State Board of Directors meetings at the invitation of the state president

Education Issues

- reports to the president-elect
- serves as a member of the legislation policies committee
- tracks both state and national issues related to children’s education, including the work of the Illinois State Board of Education and the U. S. Department of Education
- provides information to state board members and local units regarding these issues, and
- assists in developing legislation policies for the Illinois PTA

Family and Community Engagement

- reports to the vice president of program services
- works with local units on engaging parents and families in their children’s education
- administers an awards program, if applicable
- works with local units in developing programs represents the Illinois PTA with cooperating agencies as directed by the executive committee

Resolutions

- reports to the president elect
- serves as a member of the legislation policies committee
- administers the resolution process of the Illinois PTA
- issues the call for resolutions prepares the necessary information regarding resolutions for inclusion in local unit materials
- facilitates resolutions preparation by submitting unit, as necessary
- directs the screening of resolutions by the legislation policies committee for presentation to the State Board of Directors
- presents resolutions to the convention delegates which have been approved for presentation
- is responsible, in consultation with the legislation policies committee, for assignment of adopted resolutions to the appropriate program director for implementation
- works with the submitting unit and legislation chairmen to have legislation introduced, when resolutions have legislative intent
- consults with the legislative advocacy director to promote lobbying activities for passage of such legislation