



Alaska PTA Board of Managers

There are several positions open on the Alaska State PTA Board of Managers. They involve openings on: the Executive Committee, Region Vice Presidents, Standing Committees and Special Committees. There is something for everyone!

This is an opportunity for you to develop new talents or strengthen old ones. You will have the opportunity to network with leaders and members throughout Alaska in teleconferences, and face-to-face meetings. Gain insights that will help you in your own community and obtain a bigger picture of how the State PTA enhances all of Alaska as well. It is a great opportunity to serve and have fun! Below are the available positions if you or someone you know is interested please fill out the forms and return them **no later than March 15, 2007**.

A brief explanation of Job Descriptions

Elected Positions

The President-Elect shall:

Perform the duties of president in case of the absence or inability of the president; assist the president; encourage leadership training programs increasing communication with others; Implement resource materials that promote growth and development of effective leadership at every level of PTA, provide training, help and support to the regional vice-presidents and council presidents, and oversee the work of all committees. At the end of their term they transition into the Presidents position.

The First Vice President for Membership shall:

Promote and coordinate the state membership program; give a membership report at each Board of Managers meeting; complete the National PTA State Membership Report on a monthly basis, take actions to notify units of good standing according to procedures outlined in the standing rules; arrange for membership awards; present awards and distribute certificates and prizes to those not in attendance; conduct membership workshops at the Alaska PTA Convention and as needed.

The Second Vice President for Legislation shall:

Promote and coordinate the state legislative program, including coordination of testimony by board members and other PTA members; coordinate the national member-to-member network and keep local units and board members abreast of developments on national issues; prepare a legislative report for the Alaska PTA Convention; coordinate legislative speakers and workshops at the state convention and Issues Conference; attend the National PTA Legislative Conference.

The Third Vice President for Programs shall:

Promote PTA programs at the Alaska PTA Convention and coordinate programs workshops; be responsible for the Alaska PTA awards program; edit the Program Handbook annually for publication and distribution to local units; arrange for review of study grant applications, selection of the recipients, and acknowledgement of recipients and donors to the silent auction.



The Secretary shall:

Record minutes of the Alaska PTA Convention, meetings of the Board of Managers and Executive Committee and special meetings; type minutes, attaching all reports and such other materials as necessary and distribute to the Board of Managers within one (1) month of the meeting; notify new board members of their election, notify board members in writing of their pending removal from the Board as directed by the president.

The Treasurer shall:

Have custody of the funds; prepare a financial report for each Board of Managers meeting; have a basic understanding of bookkeeping and accounting procedures; serve as chairperson of the Budget Committee and Office Committee.

The Regional Vice Presidents shall:

Build leadership to strengthen PTA programs; stimulate growth in PTA membership and participation; assist in the establishment and support of new units; to advise and assist local unit presidents of required financial reports and resources available to help them improve their administrative efficiency; assist local units in preparing bylaws for approval if requested; act as a liaison between the local unit and the Alaska PTA; provide assistance in the resolution of conflict within and between local units if requested. Contact each unit within your region.

Appointed Positions

Alaska Public School Land Trust Chairperson & Committee shall:

Works to educate on the history of the public school land trust and serve as a representative of the original beneficiaries of the Alaska Public School Land Trust.

Environmental, Health, and Safety Chairperson & Committee shall:

Identify and research statewide health/safety issues; promote PTA awareness of action regarding children's health/safety needs; keep abreast of trends affecting health/safety issues, including pending legislation and attend related seminars and conferences; oversee the maintenance of a resource file in the state office and encourage its use, and submit a committee report to the Board of Managers at each teleconference.

Public Relations Chairperson shall:

Help promote PTA programs through dissemination of information to media and other sources; not release any publicity without authorization of the president.

Reflections Program Chairperson & Committee shall:

Edit the Reflections Handbook for annual distribution to the units; arrange for the state judges; order all ribbons; compile forms to be sent to NPTA; mail winning entries to NPTA; notify unit presidents of winners; arrange the Reflections display at the Alaska PTA Convention; present Reflections workshops, and submit a committee report to the Board of Managers at each Teleconference.



Education Chairperson and Committee shall:

Identify statewide educational issues; recommend positions on education issues and develop position statements; testify on education issues as requested; develop articles for the newsletter or informational brochures to inform parents about educational concerns.

Advocacy Chairperson and Committee shall:

Assist the Vice-President for legislation in promoting the Alaska PTA advocacy efforts.

Nominations Chairperson and Committee shall:

Select at least one nominee for each office to be filled at the convention of the Alaska PTA; present to the Board of Managers nominations for offices in which vacancies occur during the term of office of the committee.

Technology Chairperson and Committee shall:

Update webpage; send out email notifications to units; assist office and Board of Managers with computer related issues.

Ways and Means Chairperson and Committee shall:

Be an advisor to the budget committee; develop an annual Plan of Work which includes a fundraising plan; be responsible for obtaining donated funds (other than Dues), materials or services to assist members of the Alaska PTA in carrying out their official duties; and bring to the attention of the Alaska PTA Board of Managers such funds for appropriate documentation and recognition of donors.

Bylaws Chairperson and Committee shall:

Review and approve unit and council bylaws; Notify units and councils when their bylaws are up for review, Notify units and councils when changes to bylaws are necessary.

Convention Chairperson and Committee shall:

Assist the executive committee in the planning and preparation for the annual Alaska PTA convention.

Membership Committee shall:

Assists the Membership Vice President by promoting the importance of PTA membership. The committee is also charged with coordinating the Online Membership and Dues Reporting System (OMDR) in Alaska.

Parent Involvement Chairperson and Committee shall:

Administer and coordinate Parent Involvement Programs in Alaska PTA. The committee should maintain a current roster of Building Successful Partnership (BSP) Presenters.

Grants Committee shall:

Seeking out funding appropriate to the mission and goals of Alaska PTA.