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MEMORANDUM

TO: Local Unit Presidents, Council Presidents, and Members of the Virginia PTA Board of Managers

FROM: Virginia PTA Board of Managers

DATE: December 1, 2009

SUBJECT: Nominations for Members At-Large Committee Members

In an effort to train local unit members to assume leadership roles as future chairmen of standing committees on the Board of Managers ("Board") and to involve them in the workings of the Board, the election of local unit representatives to serve as *Members at Large* on Virginia PTA standing committees was approved by the Board. The intent is to include local unit representatives on standing committees who had never before been associated with the Board.

CRITERIA FOR SELECTION OF MEMBERS AT LARGE FOR STANDING COMMITTEES

- Must be a member of a PTA.
- Must possess some knowledge of PTA policies and procedures.
- Should have knowledge, interest and expertise regarding the standing committee for which he/she is recommended.
- Must give permission to be recommended.
- Must be committed to attending committee meetings and fulfilling all other responsibilities of the committee.
- Must complete the attached Letter of Interest and submit to Committee Chair by deadline.

To indicate an interest in a Member at Large position, please complete the enclosed Letter of Intent and attach a short letter describing your PTA involvement, skills and interests. The deadline for returning the completed form(s) is: **January 15, 2010**. Letters of Intent must be **postmarked** and mailed to Virginia PTA, Letter of Intent, 1027 Wilmer Avenue, Richmond, VA 23227-2419 or emailed by this date, to administrator@vapta.org.

COMMITTEE DESCRIPTIONS

Arts in Education Committee

artsineducation@vapta.org

The overall purpose of the Arts in Education Committee is to promote and encourage knowledge of and involvement in the arts. The responsibilities of the committee includes coordinating and promoting statewide participation in the National PTA Reflections Project and keeping abreast of issues and legislation concerning fine arts and disseminating information in a timely and appropriate manner to the membership.

The Arts in Education Committee also works with other organizations on issues pertaining to the arts, encourages observance of Music in Our Schools and Youth Art Month, develops and maintains an Arts in Education display/resource center that may be borrowed from the State Office, develops ways to promote the Reflections Project throughout the state and prepares yearly Reflections information for local units.

Bylaws Committee

bylaws@vapta.org

The Bylaws Committee is charged with the task of maintaining and supporting Virginia PTA's Bylaws. The committee annually reviews proposed amendments and submits recommendations to the Board of Managers for inclusion in Virginia PTA's Bylaws. The committee works to ensure all local units, councils, and districts have current bylaws as well as an understanding of their content and importance. The committee's main focus is to provide SERVICE to constituent PTA associations by helping make the revision/amendment process as simple, timely and consistent as possible.

Communications Committee

communications@vapta.org

The objectives of the Communications committee are to strengthen the visibility of the PTA to the general public; to enhance communication from Virginia PTA committees and elected officers to local unit members; to encourage communications at all PTA levels; to identify and utilize technology applications; and to increase and strengthen Virginia PTA presence in the local communities statewide. Communications tools include but are not limited to eNewsletter (the VOICE), traditional newsletter (the *Bulletin*) website (www.vapta.org), social networking sites (Facebook and Twitter), press releases and the annual Outstanding Communications Awards. Program.

Education Committee

education@vapta.org

This committee acts as a clearinghouse for information by keeping abreast of trends in education in order to foster a well-informed and active PTA/PTSA membership. They monitor and report on meetings of the State Board of Education, foster ongoing dialogue with Department of Education Offices and educational associations, prepare and give testimony as needed in accordance with PTA positions. They work with the Legislation committee to identify issues on which the Virginia PTA should have positions.

Events Planning Committee

events_planning@vapta.org

The Events Planning Committee is responsible for the planning and managing of key events of the Virginia PTA including but not limited to the Annual Convention, PTA Day and the Leadership Training Conference. This committee will plan, in cooperation with specific state committees, organize, coordinate, promote, and facilitate these special programs of the Virginia PTA.

Field Service Committee

field-service@vapta.org

The Field Service Committee assists in organizing training sessions in areas of the state. This committee develops and maintains training modules used throughout the state in training sessions. They develop resources to be distributed to schools organizing a PTA/PTSA, and assist District Directors in meeting the needs of local units within their districts. The Field Service Committee Chair also serves as the Virginia PTA Extension Chair. The extension chair and committee are responsible for establishing new units in schools and communities within the state.

Health & Safety Committee

healthandsafety@vapta.org

The Health and Safety Committee works with local units in educating and providing programs for their communities. The Committee's goals are to reduce risky behaviors and increase good health among all of Virginia's children by promoting concepts of safety prevention and health wellness among PTAs, and effect laws and regulations to ensure the health and safety of Virginia's children and communities. The scope of the committee's work includes, but is not limited to, issues dealing with childhood obesity, physical activity, healthy lifestyles, food allergies, environmental protection, violent games and videos, gang activity, juvenile

crime and justice, truancy, risky relationships, homelessness, runaways, missing and exploited children, conflict resolution, childhood accident prevention, substance abuse, and teenage drivers. This is accomplished through training and resources provided to local units; helping local units and/or individuals write and submit PTA Legislative Action Items and Resolutions; fostering communication between local units and the State Board of Managers.

Legislation Committee

legislation@vapta.org

The Legislation Committee shall formulate and prepare the Legislation Program by studying such state legislation as directly affects the welfare of children and youth. The committee will request suggestions for items to be considered for the program from local units, councils, districts, standing committee chairmen, members of the Board of Managers and other individual PTA members. This committee will also review resolutions passed at the last State Convention and include the resolutions with legislative intent that were not acted upon by the last General Assembly in the proposed program. They will prepare a Preliminary Proposed Legislation Program to include an explanation of the Action Items and conduct a Public Hearing in the Spring and publish the Proposed Legislation Program to all local units, councils, districts and members of the Board of Managers. They also plan activities for PTA Day in the General Assembly and helps to guide and direct the Capital Committee.

Membership Committee

membership@vapta.org

The primary goal of the Membership Committee is to build an informed, participating membership, familiar with the Purposes, Policies and Programs of National PTA and Virginia PTA and to make the membership aware of the pressing concerns of the school community. The committee encourages the involvement and membership of all families, no matter their composition, and of community members. They also identify the benefits of PTA membership on the local, state, and national levels for use by local units in membership recruitment and the promotion of parent and family involvement. They recognize membership achievements and provide training opportunities to for membership chairs.

Parental Involvement Committee

parenting@vapta.org

The primary goals of the Parental Involvement Committee are to promote parent/family involvement in education, foster harmonious family relations and to encourage programs to assist parents in improving parenting skills. Research shows that when schools collaborate with parents to bridge the gap between home and school, parent and family involvement is the most consistent predictor of student success in all demographic groups and across all socio-economic lines.

Secondary PTA/PTSA Committee

2ndarypta@vapta.org

The Secondary PTA/PTSA Committee coordinates projects and programs designed to meet the special needs of middle school and high school local units and their parent, teacher, and student memberships.

Volunteers Committee

volunteers@vapta.org

The goal of the Volunteer Committee is to provide a guideline for local units to establish and/or maintain an organized volunteer base within their school.

Historian

historian@vapta.org

The historian is a non-voting member of the Virginia PTA Board of Managers that is charged with: Cataloging, maintaining, preserving and publicizing the historical documents of the Virginia PTA. Their responsibilities also include, maintaining a photographic library and a log of all official legislative programs, resolutions, actions and outcomes.

Need more info? Contact the chair or go to vapta.org/committees

**NOTIFICATION OF INTENT FOR A POSITION AS MEMBER-AT-LARGE ON THE
OF THE VIRGINIA PTA BOARD OF MANAGERS**

I currently serve as the _____
for _____
(local unit name)

PTA and am interested in the following committee(s):

- | | |
|--------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Arts in Education | <input type="checkbox"/> Bylaws |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Education |
| <input type="checkbox"/> Events Planning | <input type="checkbox"/> Field Service |
| <input type="checkbox"/> Health and Safety Legislation | <input type="checkbox"/> Legislation |
| <input type="checkbox"/> Membership | <input type="checkbox"/> Parental Involvement |
| <input type="checkbox"/> Secondary PTA/PTSA | <input type="checkbox"/> Volunteers |
| <input type="checkbox"/> Historian | |

Name _____

Address _____

City _____ State _____ ZIP _____

Telephone: Home () _____ Cell () _____

E-mail _____

Company Name _____

Work Title _____ Work E-mail _____

Company Address _____

City _____ State _____ ZIP _____

Telephone: Work () _____ Fax () _____

I may be contacted at work.

Please attach a one-page letter (for each position) sharing your PTA experience, skills, expertise and reasons for wishing to be considered for the position(s) you have indicated and submit to the state office.

*Due to Virginia PTA office via **email** at administrator@vapta.org or
mail post-marked no later than **January 15, 2010** to
Virginia PTA, Letter of Intent, 1027 Wilmer Avenue, R Richmond, VA 23227-2419)