

Palomar Council Job Descriptions

Revised 10/8/18

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Palomar Council
Officer Job Descriptions

President

Serving as president of the Palomar Council includes the responsibility to lead the Palomar Council toward specific goals chosen by its executive board and ratified by its member units. The president is the presiding officer and official representative of the Palomar Council.

Please see the President's Procedure binder for more information.

The President should:

- 1) Preside at all meetings of the Council
- 2) Be an ex-officio member of all committees except the Nominating Committee
- 3) Appoint Parliamentarian, Corresponding Secretary, Chairpersons and committee members, subject to ratification of the executive board
- 4) Be responsible for preparing the Council Annual Report required by the California State PTA
- 5) Be the official representative of the Council at District meetings
- 6) Prepare the Council calendar for the upcoming year
- 7) Prepare meeting agendas
- 8) Review service mailings received from the State and National PTAs
- 9) Notify the units of the cost of the insurance premiums and other assessments
- 10) Be alert for all deadlines that affect the member units. Set reasonable dates for deadlines for items to reach the council and to be processed and forwarded to the PTA district
- 11) Plan and execute in-services for the member units
- 12) Review bylaws with Council PTA parliamentarian for any needed changes
- 13) Conduct election of delegates to California State Convention at least 30 days prior to Convention
- 14) Notify council delegates of Convention orientation date scheduled by PTA district

Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

URL: <https://www.mediafire.com/index.php>

User Name: palomarcouncilpta9@gmail.com

Password: pcshares18

Palomar Council Executive Board

Officer Job Descriptions

Vice President of Leadership

The Palomar Council Vice President of Leadership is an elected position that works as the primary aide to the president, performing president's duties in his/her absence. They also help lead the council towards achieving specific goals consistent with PTA purposes and policies. VP of Leadership is also the primary point of contact for unit presidents, providing guidance and support when needed.

See Palomar Council bylaws, Article VII, Section 2, and CAPTA Toolkit *Job Description for Executive Vice President* for more information.

The VP of Leadership should:

- 1) Work closely with the president to help run the council
- 2) Participate in creating and executing Palomar Council goals
- 3) Serve as an authorized signer on council checks
- 4) Performs the duties of the President in the absence or disability of that office to act
- 5) Attends meetings as requested by the president including district and state PTA meetings
- 6) Present a report to the executive board for any meeting attended on behalf of the president
- 7) Informs board and council of new and updated PTA materials, information and resources
- 8) Develop and execute Palomar Council Leadership team to serve units as needed in training, support and guidance
- 9) Familiarize themselves with the duties and responsibilities of each officer and chairman
- 10) Collect monthly board and chair reports, to determine appropriate inclusion in meeting agendas
- 11) Attend Ninth District board meetings when needed
- 12) Schedule annual Palomar Council breakfast meeting in May, and help with planning, preparation, and execution as needed
- 13) Assist with events that Palomar Council participates in, such as Ninth District's Founder's Day Breakfast
- 14) Present past president's pin at end of president's term
- 15) Familiarize yourself with the Palomar Council's bylaws and carry out other duties as outlined in bylaws and standing rules or as assigned
- 16) Helps facilitate a smooth transition between incoming and outgoing officers and committee chairmen
- 17) Assist chairmen in recruiting volunteers to serve on their committees, and updating the Palomar Council roster accordingly
- 18) Maintain (and turn over) a Vice President of Leadership procedure book
- 19) Attend monthly board and general meetings and provide regular leadership reports (or send report via email)

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Palomar Council Executive Board

Officer Job Descriptions

Vice President of Membership

The VP of Membership is an elected position that is the primary point of contact for unit membership vice presidents/chairmen.

See CAPTA Toolkit *Job Description for Membership Chairman* for more information.

The Vice President of Membership should:

- 1) Download or obtain the Membership section of the CAPTA Toolkit to learn the basics of PTA membership, responsibilities, campaign planning and available resources
- 2) Receive membership cards and envelopes from Ninth District Office and distribute to units as necessary
- 3) Act as liaison between unit membership chairs and the council
- 4) Keep an accurate record of monthly memberships on the Unit Transmittal Log
- 5) Report on new membership resources at Palomar Council general meetings
- 6) Responsible for council membership in-service training
- 7) Collect copies of membership flyers and ideas from units (can be electronic)
- 8) Attend workshops and conferences to stay current on the latest trends in membership ideas and/or issues facing the units
- 9) Familiarize yourself with the Palomar Council's unit Bylaws
- 10) Maintain (and turn over) a Vice President of Membership procedure book
- 11) Attend monthly board and general meetings (or send report via email)
- 12) Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

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Palomar Council Executive Board

Officer Job Descriptions

Vice President of Community Concerns

The VP of Fundraising is an elected officer whose role is to assist council in addressing community concerns that impact our families and students in our communities and schools. These concerns include, but are not limited to: Child abuse, child-care facilities and personnel licensing, citizenship, coordination of children's services, delinquency prevention, disaster preparedness, discipline, environmental protection, family preservation, child support, foster care, homelessness, juvenile justice, missing and exploited children, proprietary preschools, safety education, school attendance, school safety, youth violence, vandalism, gangs, cults and the effects of drugs and alcohol.

The Vice President of Community Concerns should:

1. Provide information to council and units regarding issues that impact children and families
2. Collaborate with community organizations to advance the PTA's mission and promote the safety and well-being of children and youth
3. Work to ensure that all student needs and concerns are represented in PTA programs
4. Be responsible for the planning, development, and execution of programs that address community concerns
5. Maximize public understanding and increase awareness of the PTA's purpose.
6. Identify trends and evaluate current programs to ensure a high degree of innovation and quality in services
7. Coordinate informational events throughout the school year to support parents and families
8. Attend events that promote the safety and well-being of children and youth
9. Engage in legislative advocacy to support and advocate for policies that impact PTA approved areas of concern
10. Speak at events to promote the PTA mission of supporting children and youth
11. Familiarize yourself with the Palomar Council's unit Bylaws
12. Maintain (and turn over) a Vice President of Community Concerns procedure book
13. Attend monthly board and general meetings (or send report via email)
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Palomar Council Executive Board

Officer Job Descriptions

Treasurer

The treasurer is an elected officer and the authorized custodian of all funds of the Palomar Council. The treasurer's duties also include keeping records and preparing reports to comply with local, state and federal laws. They also serve as liaison between unit treasurers and council.

See Palomar Council bylaws, Article VII, Section 6 and CAPTA Toolkit *Job Description for Treasurer* for more information.

The Treasurer will:

1. Keep permanent books of account and records as shall be sufficient to establish the items of:
 - a. Gross income
 - b. Receipts and disbursements
 - c. Number of members and dues collected
 - d. Amount of dues remitted through channels to CAPTA
2. Chair the budget committee and prepare the budget for adoption by the council. Forward two copies of the budget to Ninth District PTA
3. Monitor budget throughout the year, calling meetings of the budget committee as needed
4. Contact the bank to secure signatures of all authorized signers on all checks and file with the bank immediately upon taking office
5. Secure two signatures on all checks as stated in the bylaws (president, treasurer or first vice president of leadership)
6. Receive monthly report from financial secretary containing checks deposited in the bank, which is reconciled with the bank statement
7. Keep an accurate record of monthly unit financial submissions on the Unit Transmittal Log
8. Receive requests for reimbursement and issue checks as necessary
9. Remit all district, state and national portions of per capita dues monthly to the financial officer of the district
10. Pay council bills as authorized by the bylaws and council board
11. Be responsible for filling out and forwarding all necessary report forms required by CAPTA for insurance and for filing all tax forms and other forms required by government agencies. Forward one copy of all government filings to Ninth District PTA
12. Responsible for council treasurer's in-service training
13. Attend other treasurer workshops or trainings as necessary
14. Prepare financial reports for all Board and general meetings, regarding money received and disbursed, expenses ratified and release of funds for expenses until the next meeting
15. Reconcile monthly bank statements
16. Attend meetings as requested by the president

17. Make an annual financial report to the council, which includes gross receipts and disbursements for the year. Forward one copy of the report to Ninth District PTA.
18. Receive and review the budgets, annual financial reports, audits, tax filings and all other government filings as forwarded to the council by the units
19. Maintain (and turn over) a Treasurer's procedure book
20. Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

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Palomar Council Executive Board

Officer Job Descriptions

Financial Secretary

The financial secretary is an elected officer that is responsible for receiving, depositing, and documenting monies for council.

See Palomar Council bylaws, Article VII, Section 7, and CAPTA Toolkit *Job Description for Financial Secretary* for more information.

The financial secretary will:

- 1) Be the point of contact for units submitting payments or other monies to council
- 2) Accept Unit Remittance Forms from units and keep monthly tracking spreadsheets up to date.
- 3) Forward monthly membership totals to VP of Membership so that they can be tallied on the Unit Remittance Log for membership
- 4) Forward monthly deposit information to Treasurer, so that they can be tallied on the Unit Remittance Log for finances
- 5) Complete a Cash Verification Form for bank deposits. Fill out bank deposit tickets with check numbers and amount, taking pictures of checks and storing photos on Media Fire
- 6) Make bank deposits and attach a copy of the deposit ticket to the Cash Verification form and file for audit
- 7) Present a monthly report at every meeting of the council executive board and at other times when requested by council (see Financial Officer's Reports and Forms, Finance section, in the CAPTA Toolkit)
- 8) Make an annual report to council that includes total monies received, deposits made and authorizations for payment issued
- 9) Perform such other duties as may be delegated to the financial secretary
- 10) Attend financial workshops or trainings as necessary
- 11) Prepare and perform deposits (?? Not sure if the treasurer does this??)
- 12) Maintain (and turn over) a Financial Secretary's procedure book
- 13) Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

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Palomar Council Executive Board

Officer Job Descriptions

Recording Secretary

The recording secretary is an elected officer and is responsible for keeping an accurate record of the proceedings of all meetings of the council and the executive board, in a bound book that is the legal record of the council.

NOTE: Please review the Palomar Council bylaws (Article VII, Section 4) and the CAPTA Toolkit *Job Description for Secretary* for additional information regarding this position.

The Recording Secretary should:

- 1) Prepare the minutes and give a copy to the president soon after each meeting.
- 2) In addition to the bound minutes book, maintain the secretary binder which contains the master set of the bylaws, roster, list of programs, goals, calendar, member list and other official documents and records of the Palomar Council.
- 3) Prepare a list of unfinished business items for the president and assist with the agenda if requested.
- 4) Prior to the meeting, prepare sign-in sheet and print a copy of the agenda (prepared by President).
- 5) Print minutes from previous meeting for approval by two board members at the meeting.
- 6) Keep a current, signed, original set of the bylaws and standing rules
- 7) Have on hand for reference at each meeting a copy of the bylaws and standing rules, copies of agendas, motion forms, minutes of previous meetings, board/chair/committee roster and an up-to-date list of all units
- 8) At the beginning of the meeting, announce that the minutes from the previous meeting (date) were approved as written (or with changes, if that's the case) and that they will be filed for audit.
- 9) Sign, along with the president, authorizations for payment after the association votes to pay a bill.
- 10) Be responsible for Secretary in-service training
- 11) Perform other such duties as may be delegated to the secretary
- 12) Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

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Palomar Council Executive Board

Officer Job Descriptions

Corresponding Secretary

The corresponding secretary is an elected officer that conducts all necessary correspondence of the council upon authorization of the president, the executive board or council.

NOTE: Please review the CAPTA Toolkit *Job Description for Secretary* for additional information regarding this position.

The corresponding secretary should:

- 1) Keep an up to date directory of council officers and chairmen in PTAEZ
- 2) Ensure units have entered their incoming roster information into PTAEZ by May 1
- 3) Be responsible for ensuring units enter or upload documents to council via PTAEZ. This includes but is not limited to – budget, annual financial report, federal and state taxes, RRF-1, and Worker's Compensation payment form
- 4) Notify officers of their election and chairmen of their appointments to council board
- 5) Perform other such duties as may be delegated to the corresponding secretary
- 6) Attend Palomar Council-sponsored workshops or trainings.
- 7) Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

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Palomar Council Executive Board

Officer Job Descriptions

Auditor

The Auditor is an elected officer whose primary responsibility is to perform a detailed review of the financial records of the council to determine the accuracy of the books and records of the financial officers. The audit is performed semiannually, with audit dates of 7/1/xx-12/31/xx and 1/1/xx-6/30/xx.

NOTE: Please review the Palomar Council bylaws (Article VII, Section 8) and the CAPTA Toolkit *Job Description for Auditor* for additional information regarding this position.

The Auditor should:

- 1) Collect all financial records as described in the CAPTA *Job Description for Auditor*
- 2) Complete and submit the *Audit Report* and *Audit Checklist* by due dates
- 3) Midyear audit to be completed in January, presented to the Executive Board in February, and presented to the general council in March
- 4) Year-end audit to be completed in July, presented to the Executive Board in August, and presented to the general council in September
- 5) Audit the books upon resignation of the treasurer, the financial secretary or any check signer and at any time deemed necessary
- 6) Review all unit audits and keep a record of audits received from each association within the council
- 7) Forward one copy of the adopted semiannual council audits and all unit association audits to the Ninth District PTA auditor
- 8) Keep an accurate record of unit audits on the Unit Transmittal Log
- 9) Familiarize yourself with the Palomar Council's unit Bylaws
- 10) Be responsible for Auditor in-services training
- 11) Attend council/district Palomar Council workshops for auditors
- 12) Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

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Palomar Council Executive Board

Officer Job Descriptions

Historian

The Historian is an elected officer whose primary responsibility is to collect and report our volunteer hours and identify, quantitatively, the effectiveness and extent of PTA's contribution to child advocacy, and support to teaching staff and PUSD community. Volunteer hours are collected and reported to maintain Palomar Council's federal tax exemption status. As a non-profit 501(c)(3) organization, Palomar Council must receive 1/3 (one-third) of its support from the general public. The recorded hours from volunteers are proof of this.

NOTE: Please review the Palomar Council bylaws (Article VII, Section 9) and the CAPTA Toolkit *Job Description for Historian* for additional information regarding this position.

The Historian should:

- 1) Assemble and preserve a record of activities (photographic and otherwise), achievements, and volunteer hours for Palomar Council and its subordinate units
- 2) Act as liaison between unit historians and council, as well as between council and Ninth District
- 3) Provides guidance and timelines to unit historians in preparation for interim and/or annual reporting requirements
- 4) Collect, review and audit unit Annual Historian Reports and coordinate changes and corrections with unit presidents/historians before forwarding to Ninth District Historian (or ensure they are in PTAEZ)
- 5) Keep an accurate record of annual unit Historian's reports on the Unit Transmittal Log
- 6) Compile and prepare Council Annual Historian Report for Council President's signature, and forward to Ninth District Historian by required submission date (or ensure they are in PTAEZ)
- 7) Act as custodian of records and other materials pertinent to the history of the council
- 8) Assist the president with the preparation of the council's annual report required by the CAPTA
- 9) Maintain (and turn over) a Historian Procedure Book to successor
- 10) Familiarize yourself with the Palomar Council's unit Bylaws
- 11) Attend monthly board meetings to give Historian report (or send historian's report via email)
- 12) Be responsible for Historian in-services training
- 13) Attend council/district Palomar Council workshops for historians
- 14) Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

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Palomar Council Executive Board

Officer Job Descriptions

Parliamentarian

The Parliamentarian is an officer that is appointed by the president, subject to ratification by the executive board. A parliamentarian "pro tem" should be appointed in the absence of the parliamentarian. "Pro tem" means "for this time only."

NOTE: Please review the Palomar Council bylaws (Article VII, Section 10) and the CAPTA *Job Description for Parliamentarian* for additional information regarding this position.

The Parliamentarian should:

- 1) Attend all meetings of the council and executive board and give necessary advice in parliamentary procedure when requested
- 2) Chair the bylaws committee and review bylaws and standing rules annually. If changes are required, ask the president to appoint a committee for this review. Proposed amendments are approved by the executive board, then submitted to district PTA and to the state parliamentarian for approval prior to adoption at a general council meeting. The eBylaws system should be used to facilitate this process
- 3) In April, along with the president, conduct the annual executive board election, reading pertinent sections of the bylaws according to the election script
- 4) Be entitled to all rights and privileges of membership including the right to make motions, debate and vote
- 5) Ensure that the current bylaws are available to the executive board on our file sharing site, Media Fire. The president and parliamentarian (at the very least) should have a hard copy. Any member is entitled to a copy upon request.
- 6) Become familiar with *Robert's Rules of Order Newly Revised* (or IN BRIEF), latest edition
- 7) Provide the units and executive board with training on simple parliamentary procedures; how to state a motion, quorums, etc.
- 8) Call the first meeting of the nominating committee, and give instructions on procedure. These instructions include the eligibility requirements to hold office, the offices to be filled, those sections of the bylaws which pertain to the conduct of the nominating committee, committee voting procedure, etc. The parliamentarian:
 - o conducts the election of the chairman of the nominating committee.
 - o does not automatically serve as a member of the committee, unless elected to it

- if not a member of this committee, should be available for any questions by telephone or at a specific location.
- 9) Maintain (and turn over) a Parliamentary Procedure Book
- 10) Be responsible for Parliamentary in-services training
- 11) Attend district workshops for parliamentarians as necessary
- 12) Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

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Palomar Council Chairperson Job Responsibilities

Palomar Council Executive Board
Program Chair Job Responsibilities

Adopt-a-Family Chair

The Adopt-a-Family program assists in helping those in need within our schools and community. Each winter Palomar Council receives a list of families from PUSD and anonymously distributes them to the units. The units are then able to gather donations for these families, providing them with clothes, food and gifts for children who otherwise may not have any.

The Adopt-a-Family Chair should:

1. Set goals for the program
2. Create a timeline for achieving goals
3. Work with Poway Unified personnel to collect families participating in the program
4. Act as liaison between unit Adopt-a-Family chairmen and Palomar Council
5. Recruit committee members to assist in the planning and execution of the program
6. Hold regular planning meetings with committee members as needed
7. Know your budget, save your receipts and submit them to financial secretary with a Request for Reimbursement/Payment for reimbursement
8. Publicize program as appropriate
9. Maintain (and turn over) an Adopt-a-Family procedure book
10. Familiarize yourself with the Palomar Council's unit Bylaws
11. Attend monthly board meetings (or send report via email)
12. Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

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Palomar Council Executive Board

Program Chair Job Responsibilities

Awards & Grants Chair

The Awards & Grants Chair is an appointed position that oversees the award nomination process for Palomar Council. They also keep abreast of monetary grants that council and units may be eligible for, and relay that information to the appropriate parties.

The Awards & Grants Chair should:

1. Work with the president to determine a timeline for award nominations
2. Distribute award application forms to the units
3. Remind units of upcoming deadlines and deliverables
4. Collect and process award nomination forms
5. Order appropriate awards from CAPTA
6. Know your budget, save your receipts and submit them to treasurer with a Request for Reimbursement form
7. Research possible grants on an ongoing basis and communicate information on a timely basis to the units
8. Assist units with grant applications if necessary
9. Familiarize yourself with the Palomar Council's unit Bylaws.
10. Maintain (and turn over) a Awards & Grants procedure book
11. Attend monthly board meetings as necessary (or send report via email)
12. Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

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Palomar Council Executive Board

Program Chair Job Responsibilities

High School College Fair Chair

The Palomar Council College Career Fair chair is an appointed position that works in collaboration with PUSD Foundation (as of 2018 Kelly Hamm/kehamm@powayusd.com) to host a college career fair for high school students.

The High School College Fair Chair should:

1. Serve on the college fair committee, which also consists of PUSD Foundation, PUSD Communications Director and the site location staff
2. Initiate the committee meetings in May, just after the Fair ends. Typically the facilities request is acquired by PUSD Foundation and the facilitator will be determined at the first meeting
3. Request volunteers from Palomar Council board and unit president
4. Request reimbursement/payment for any costs incurred, from PUSD Foundation. Council does require a budget for this event
5. Publicize event in a timely manner, in cooperation with PUSD Communications Director
6. Familiarize yourself with the Palomar Council's unit Bylaws
7. Maintain (and turn over) High School College Fair Chair procedure book
8. Attend monthly board meetings to give committee reports (or send report via email)
9. Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

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Palomar Council Executive Board

Program Chair Job Responsibilities

Hospitality Chair

The Hospitality Chair is an appointed position that assists the President with the logistics of meetings, trainings, and the annual awards breakfast.

The Hospitality Chair should:

1. Be familiar with the Palomar Council calendar and dates of events
2. Work with Elements Café (Toni Kraft (858) 521-2882 or Elementscafe@powayusd.com) to ensure food is scheduled appropriately for Palomar Council general meetings
3. Provide President with menu for PC general meetings so that it can be distributed to units in advance of the meetings (at least one week prior to meeting)
4. Attend general council meetings (5 per year)
5. Coordinate breakfast service for annual Palomar Council awards meeting in May. Typically hosted by Rancho Bernardo Country Club
6. Create nametags for breakfast meeting attendees (name, position, organization)
7. Assist president with council breakfast event as necessary
8. Purchase and set up refreshments for in-service training sessions and other events as requested by the President
9. Know your budgets, save your receipts and submit them to treasurer with a Request for Reimbursement
10. Maintain (and turn over) the Hospitality procedure book
11. Familiarize yourself with the Palomar Council's unit Bylaws
12. Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

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Palomar Council Executive Board

Program Chair Job Responsibilities

Legislative Advocacy Chair

PTA is a child advocacy association. Its legislative mission is to speak on behalf of all children and youth at the local, state and federal levels. One of the purposes of PTA is to “to secure adequate laws for the care and protection of children and youth.” PTA promotes and encourages legislative advocacy for the education and welfare of all children and youth.

As local officers of the largest grassroots child advocacy organization in the state, PTA legislative advocacy chairs are responsible for demonstrating leadership on children's issues at the local level by educating PTA members, community members and elected officials about PTA's issues of concern and legislative priorities and goals.

No amount of fundraising can have as much impact as a single piece of legislation.

Note: See the Job Description for Legislative Advocacy Chairman for “Newcomer”, “Continuing” and “Advanced”, depending on your level of experience (<http://toolkit.capta.org/job-descriptions/legislative-advocacy-chairman/>)

The Legislative Advocacy Chair should:

1. Be able to summarize legislative information for council board and units in an easy-to-understand manner
2. Keep current on PTA's stance on current legislative issues and be able to educate the council board and units accordingly
3. Attend Poway Unified School Board meetings and summarize pertinent information for council and units
4. Notify council board and units when legislative action is appropriate
5. Know your budget, save your receipts and submit them to treasurer with a Request for Reimbursement
6. Familiarize yourself with the Palomar Council's unit Bylaws.
7. Maintain (and turn over) a Legislative Advocacy procedure book
8. Attend monthly board meetings (or send report via email)
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Palomar Council Executive Board

Program Chair Job Responsibilities

Reflections Chair

'Reflections' is a nationwide program for artistic expression inviting students to create a project based upon an assigned theme. Projects are judged by panels at the local, district and state levels.

The Reflections Chair should:

1. Determine national theme and timeline for annual PTA Reflections program and create a calendar for council
2. Recruit volunteers to serve on the Reflections committee
3. Promote the program and distribute information to unit presidents and Reflections chairs in a timely manner, including theme and timeline
4. Coordinate with Poway Center for the Performing Arts (PCPA) on annual Reflections Art Show. Application to be a "featured artist" of the month for the following year is due in April
5. Advertise annual Reflections Art Show to the units and community
6. Know your budget, save your receipts and submit them to treasurer with a Request for Reimbursement
7. Collect student entries from units and arrange for Palomar Council judging
8. Advance the Award of Excellence winners from council (total number allowed is determined by the Ninth District Reflections Committee)
9. The Award of Excellence and Award of Merit winners for Visual Arts & Photography are displayed in the PCPA for the time period given to us. Council Reflections committee is responsible for matting and hanging these pieces in the PCPA
10. Familiarize yourself with Palomar Council Bylaws.
11. Maintain (and turn over) a Reflections procedure book
12. Attend monthly board meetings (or send report via email)
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Palomar Council Executive Board

Program Chair Job Responsibilities

Website Chair

Palomar Council maintains a webpage (<http://www.palomarcouncil.com/>) to provide information on upcoming events, important links to information and resources, board member contacts, access to forms, etc.

The Website Chair should:

1. Design/modify the template for Palomar Council website as necessary
2. Collect information from president, program chairmen and others to keep website updated
3. Upload forms to website as needed
4. Pay annual domain registration and website hosting fee to Yahoo Small Business and submit a Request for Reimbursement form
5. Collect feedback from users and incorporate ideas where possible
6. Know your budget, save your receipts and submit them to treasurer with a Request for Reimbursement
7. Familiarize yourself with the Palomar Council's unit Bylaws
8. Maintain (and turn over) Website Chair procedure book
9. Attend monthly board meetings (or send report via email)
10. Upload all pertinent information to Palomar Council's file sharing site (Media Fire)

URL: <https://www.mediafire.com/index.php>

User Name: palomarcouncilpta9@gmail.com

Password: pcshares18