

Minnesota Congress of Parents and Teachers (dba Minnesota PTA)

Standing Rules

Approved: July 1, 2022

Includes:

Standing Rules
Operating Policies
Job Descriptions



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FORWARD

The official Minnesota PTA Bylaws and these Standing Rules and Operating Policies shall serve as direction for the Board of Directors of the Minnesota Congress of Parents and Teachers (dba Minnesota PTA).

The Standing Rules and Operating Policies shall be adopted by the Minnesota PTA Board of Directors. They may be amended by the process set forth in the Amendments section of these Standing Rules.

Any Minnesota PTA Board of Director, Commission or Committee member may suggest amendments to the Board of Directors.

AMENDMENTS

The Board of Directors may amend the Standing Rules and Operating Policies by a majority vote.

It shall be the responsibility of the Minnesota PTA, office staff to keep the Standing Rules and Operating Policies up to date as revised by the Board of Directors and ensure that current copies are on file in the office.

Current Standing Rules and Operating Policies shall be given to each Board member at the beginning of his/her term.

SECTION 1

STANDING RULES

Board of Directors

Meetings

(See State Bylaws, Article XII, Section 3)

A Board of Directors meeting is a meeting at which the Board assembles in its entirety to take action.

Notice of regular meetings with the proposed agenda shall be sent at the direction of the President, at least ten days prior to the meeting.

Meetings and events shall not be scheduled on any major religious holidays or on Election Day.

Attendance at Board Meetings

Board of Director members, unless they are ill, assigned to duty elsewhere, or excused at least 24 hours in advance of the meeting by the State President, are expected to attend regular meetings of the Board and all meetings of commissions or committees of which they are members. Only the President shall have the authority to excuse a member from attendance.

Board members are reimbursed for expenses as stated in Section 2, Operating Policies, Reimbursements, Board Members.

Board members must notify the State President in advance when unable to attend a Board meeting or ancillary meeting. The Secretary will take attendance at all Board and Executive Committee meetings; the Chair will take attendance at other meetings.

Any member of the Board of Directors who: 1) has unexcused absences from a majority of Board meetings prior to the convention or 2) is absent from all Board meetings, whether excused or not excused, shall not be entitled to reimbursement of Minnesota State PTA convention expenses.

Any Board member who is absent (has unexcused absences from a majority of meetings during a 12-month period) is subject to removal from the Board at the discretion of the Board of Directors.

An unexcused absence is one where the President has not received notification of the absence prior to the start of the meeting.

Executive Committee Meeting Attendance

Any member of the Executive Committee who has excused or unexcused absences from a majority of scheduled Executive Committee meetings during a 12-month period shall not be entitled to reimbursement of Minnesota State PTA convention expenses.

Any member of the Executive Committee who has unexcused absences from three scheduled Executive Committee meetings during a 12-month period is subject to removal from the Executive Committee at the discretion of the Board of Directors.

Staff Attendance

The Executive Committee shall determine staff attendance at all Board meetings.

General Policies Affecting Board Members and Positions

(See State Bylaws, Article XII)

Duties of Board Members

Board Members are to:

- Present or assist with workshops and training at convention, leadership conferences, and regional trainings as requested and available.
- Submit written report of activities to the Minnesota PTA Board of Directors as requested by the President.
- Know and adhere to the PTA philosophy, principles, policies, and procedures. (Local leaders look to the state for guidance and interpretation of policy.)
- Upon completion of Board term, pass all records and materials to successor within thirty days.

Shared Positions

Any shared Board positions shall be treated as one position for purposes of voting, reimbursement, attendance, etc., unless otherwise determined by the Executive Committee.

Those sharing a position shall be responsible for determining the terms of division. Board of Directors mailings will be sent to each individual.

Board Members as Public Officials

Board members are encouraged to be active participants in their communities and in civic life, which may include seeking public office. The Minnesota PTA expects Board members to use careful judgment before seeking public office or employment, which might be considered a conflict of interest with their PTA responsibilities. The Executive Committee may require the resignation of a Board member if the Executive Committee deems there is a conflict with PTA interest.

Conflict of Interest

There are cases, which the Minnesota PTA considers to be clear conflicts of interest. These are cases where the public responsibility "covers the same territory" as the PTA office or is the direct recipient of the lobbying activities of the particular PTA office.

Some specific examples are:

- MN PTA President or Vice-President should not seek to be: Governor, Commissioner of Education
- Legislative Chair should not seek to be: Governor, State Representative or Senator or Commissioner of Education

Local and Council Services

Board Service to Constituent Bodies

The President may request Board of Directors members to represent the Minnesota PTA at meetings of local units or councils.

In addition, each unit may request the service of a state Board member at state PTA expense once every three years. Each council may request the service of a state Board member at state PTA expense once each year.

Invitations to present to constituent bodies received by an individual Board member should be approved by the President.

PTA Representation to Other Organizations

Requests from outside organizations for PTA representation or presentations at meetings, on coalitions, etc. shall be referred to the President. The President, in consultation with members of the Executive Committee, shall appoint representatives as deemed appropriate. All appointments shall be reported to the Executive Committee.

PTA representatives to external groups are entitled to reimbursement as stated in the Standing Rules section on Reimbursement.

PTA representatives may be current or past PTA Board members, people identified through PTA Councils or local PTA / PTSA officers.

Conduct of PTA Representatives to Other Agencies

The conduct of persons who represent the Minnesota PTA to other organizations shall be determined by the Minnesota PTA bylaws and the following recommendations:

- A PTA representative to another board shall represent only PTA positions on issues discussed.

- Only the designated PTA representative to other organizations may have their name and title used on any literature or letterhead of other organizations.
- The National PTA compiles information about cooperation with other organizations.

Policies for Board Positions

Individual Officer and Board Positions

The elected officers and several other positions are individual positions with unique functions as designated in bylaws or job descriptions. These positions include President, Vice-President, Secretary and Treasurer. (See Section 3 for job descriptions for these positions.)

In case of temporary absence or inability of the Treasurer to serve, the duties of the Treasurer shall be performed until the next meeting of the Board of Directors by the person chosen by the President subject to approval of a majority of Executive Committee at its next meeting.

Commissions

(See State Bylaws, Article XIII, Section 1)

There are three commissions: Advocacy, Outreach and Family Engagement. The Commissions are the working task forces of the Minnesota PTA Board of Directors. (See job descriptions for Commission Chairs in Section 3.) Members of commissions may include individuals such as representatives of government or governmental agencies and professional or non-professional organizations called in to work as resource consultants.

Responsibilities

Commission tasks and studies may be related to other commissions. Members working with one commission may participate in tasks of another commission.

Commissions will develop proposals, subjects for study, estimated budgets, timetables (including number of meetings, research required and completion date) and criteria for evaluation. Commissions will present proposals and recommendations to the Executive Committee and will report to the Executive Committee and the President when requested.

Meetings

The Commission Chair may call special meetings with the approval of the President and with consideration of the commission budget.

Standing Committees

(See State Bylaws, Article XIII, Section 2)

Standing committees carry out specific responsibilities as determined by the Minnesota PTA Board of Directors. Chairs of standing committees are members of the Board of Directors. Members of standing committees may include individuals such as representatives of government or governmental agencies and professional or non-professional organizations called in to work as resource consultants.

The Executive Committee shall determine which committees of the Minnesota PTA shall be standing committees, and which shall be ad hoc committees. The Board of Directors can overturn decisions of the Executive Committee on committee designations at the first Board meeting after Executive Committee decision.

The work plans of standing committees shall be approved by the Board of Directors.

The standing committees are: Advocacy, Bylaws, Communications, Convention, Diversity/Inclusion, Family Engagement, Health and Safety, Local Unit Leadership, Membership, Reflections, Resource Development, Special Projects. Further information can be found in the job position section.

Ad Hoc Committees

Formed for an immediate or special purpose, ad hoc committees may be listed here or formed under the President's discretion. Members of ad hoc committees may include individuals such as representatives of government or governmental agencies and professional or non-professional organizations called in to work as resource consultants. When the assigned task is completed, the committee is dissolved.

Audit Committee

The Audit Committee consists of the Treasurer as a non-voting member; two members from the Board of Directors, one of who shall be from the Executive Committee but not a person with check-signing authority, appointed by the President, and one to three members with appropriate expertise who are not members of the Board, appointed by the Executive Committee.

The President shall appoint one of the voting Board members as Chair. In the event that the President meets with the Audit Committee *ex-officio*, the President shall not have a vote.

The committee shall conduct annually a full audit of the financial records of the Minnesota PTA. The findings of the audit shall be reported to the Board of Directors.

Election Committee

(See State Bylaws, Article IX, Section 6)

The Executive Committee shall choose an election committee of at least three members including the Chair. The elections committee shall administer the election process and develop guidelines for campaigning and campaign materials.

Nominating Committee for State PTA Officers

(See State Bylaws, Article IX, Section 5)

The Nominating Committee shall consist of three members elected from within the State PTA Board of Directors. There will be a Nominating Committee Chair who is responsible for leading the nominating process and is responsible for ensuring it is conducted in accord with PTA policies, MN PTA Bylaws and Standing Rules. The Nominating Committee shall recruit, consider, recommend, and nominate candidates for officer and Board of Director positions. The committee shall ensure that appropriate communications are followed with persons being nominated by the committee and with current Board members not being nominated by the committee for continued service. Reports the recommendations of the committee for officers to the delegate assembly at a business session on the first day of convention.

Resolution Committee

The Resolution Committee Chair is the Advocacy Commissioner. The other members of the committee shall be the Vice-President and the Bylaws Chair.

The Resolution Committee shall solicit, review, and recommend proposed resolutions for the consideration at the annual state convention.

Special Projects Committee

The Special Projects Committee Chair may be the Minnesota PTA immediate past President.

The Board of Directors and the Special Projects Chair may address specific issues or projects. The Chair will appoint members of the Special Projects Committee. Once they have submitted a final report to the Board and are discharged, the Special Projects Committee dissolves.

Individual Board Advisor Positions

These are individual positions with unique functions. They are not members of the Board of Directors but report to the Commission Chairs or the President. These positions may include advisors on Education, Environment, Teachers, Healthy Lifestyle, Finance, Legislative, Special Education or Strategic Planning. If necessary, the Board of Directors will appoint Individual Board Advisor Positions to carry out the work of the Minnesota PTA; they shall be elected by a majority vote of the Board of Directors.

Advisors may also be appointed by the President in consultation with the standing committee Chairpersons and Commission Chairpersons and with the approval of the Executive Committee. Individual Board Advisors may include individuals such as representatives of government or governmental agencies and professional or non-professional organizations called in to work as resource consultants. Individual Board Advisors terms of office shall terminate at the close of the President's term of office.



SECTION 2

OPERATING POLICIES

Finances

The Minnesota PTA fiscal year is July 1 through June 30. (See State Bylaws, Article XVII)

Budget Process

Chairpersons of commissions or standing committees, officers, and any managers of particular budget programs shall submit to the Treasurer their budget requests for the upcoming budget year. All requests should provide specific information about intended activities and costs. The Treasurer shall present a copy of these requests and the preliminary proposed budget to the Executive Committee annually.

After receiving any recommendations from the Executive Committee and following their discussion, the Treasurer shall prepare a proposed budget. Copies of this budget shall be sent to all Board members at least one week prior to the board meeting at which it will be approved.

Subsequent amendments to the budget may be made with the prior approval of the Executive Committee, subject to ratification by the Board of Directors. Records shall be kept on each amendment.

Budget

Purpose

The adopted budget constitutes authorization for a Board member to manage and expend a budget allotment.

Board members shall manage and expend their budget allotments in accordance with the duties of their committee or responsibility. Each Board member is responsible for monitoring the expense of his/her budget through reading the regular budget reports and communication with the staff.

Funds may not be expended from the budget allotments without the consent of the Board member who is responsible for that budget item.

It shall be the responsibility of any person seeking payment/reimbursement for PTA activities to contact the appropriate Board member to obtain consent. Board members shall signify consent by signing the expense report/invoice or by verbal instructions to the office staff.

Whenever a Board member asks the office staff to carry out specific tasks, such request shall constitute authorization for the staff to deduct any costs for the activity from that budget.

Overspending of Budget Allocations

The Treasurer or office staff shall alert the appropriate Board member when allocated funds will be overspent by the end of the budget year. The Board member is responsible for adjusting the rate of expense or for seeking a budget amendment from the Executive Committee.

If a budget program exceeds the authorized allotment, the office staff shall allow no further expenditure from that budget, and shall notify the Board member, the Treasurer, and the Executive Committee of such action. The Executive Committee shall review the situation at their next meeting and shall determine what action will be taken.

Special Funds

Grants to Minnesota PTA

The President, Resource Development Chair or Executive Committee may determine the projects for which external grants might be requested and authorizes such requests consistent with the purposes and role of Minnesota PTA. Funds accepted by the Minnesota PTA through grants or other assistance are received and disbursed by the Minnesota PTA according to its regular procedures. The Executive Committee approves the implementation plan for projects financed by external grants.

When the Executive Committee has approved a particular grant, a grant supervisor shall be named. The grant supervisor shall oversee and authorize disbursements from the grant and be responsible for drafting and submitting any reports required/requested by the granting agency.

Restricted Funds

The Board of Directors must approve any donations or portions of the MN PTA budget that are restricted in nature and develop a Memorandum of Understanding (MOU) that includes the criteria for use, administrative fees, if any, and other considerations. This document must be retained in the office files. Annual fund expenditures must be represented in the approved budget.

Financial Statements

Financial statements shall be prepared monthly and provided to the Executive Committee and Board of Directors on a timely basis.

Financial Management Practices

Funds

The Minnesota PTA Treasurer directs the deposit of all funds in the bank or banks designated by the Board of Directors. Deposits should be made at least monthly. The office staff will report receipts and deposits to the Treasurer. Monthly bank

reconciliation shall be performed by the Treasurer and when possible, another organizational officer who is not a check signer.

All remittances shall be made to the Minnesota PTA office to be recorded and receipted by the office staff. The staff member handling incoming mail shall prepare a record of the receipts and prepare the deposits. When possible, another person should enter the receipts into the receivable system.

Audits

An external audit shall be done at the end of each Treasurer's term. An internal audit done by the Audit Committee shall be done each year annually with a report provided to the President and presented to the convention body at the next State PTA Convention.

The books of the organization shall be audited at such times as the Board of Directors or President deems it necessary.

Signatures and Check Signing

PTA funds shall be expended only after the appropriate persons have determined that the claimed expense has been legitimately incurred and that the expenditure has been authorized by the appropriate Board member. All checks must carry two authorized, unrelated signatures to be valid. (Authorized signers shall be the Treasurer, President, and a member of the Executive Committee).

No person authorized to sign checks drawn on Minnesota PTA funds shall sign any check unless it is already made out for payment to a specific person or agency who has presented an expense report/invoice for payment and the amount of the check corresponds to the payment requested. Under no circumstances shall an authorized signer sign any blank check to be filled in later.

Bonding

The Board of Directors shall require and authorize payment of fidelity bonds/insurance for the Treasurer, regular office staff and all other persons authorized to handle Minnesota PTA funds.

Reimbursements

Board Members

State Board members are entitled to reimbursement of expenses incurred to attend Minnesota PTA meetings, to carry out the duties of their positions, or when assigned to represent Minnesota PTA at other meetings. Expenses should be submitted on an Expense Reimbursement Request Form with receipts attached. Board members may request reimbursement in advance. Request for reimbursement of expenses will not be honored if the expense report is submitted more than 30 days after the conclusion of the event. A Board member may submit in writing to the Treasurer a

request for an extension of the deadline. No advances will be given if a previous advance has not been accounted for within the same allowable reporting time (30 days from the conclusion of the event). To be eligible for reimbursement for Board meeting expenses, Board members must attend all scheduled activities of that Board meeting unless ill, assigned to duty elsewhere, or excused by the President.

Reimbursement rates for Board members are: private auto mileage, \$.25 per mile for trips greater than 15 miles round trip; 1/2 standard hotel double occupancy room charges; meals, including tips, at \$30.00 a day (\$5.00 for breakfast, \$7.00 for lunch, \$18.00 for dinner). Whenever meals are provided for Board members, no reimbursement for such meals will be provided.

All persons allowed Minnesota PTA funds for travel and expenses shall, within 30 days after the completion of the activity, send to the Minnesota, PTA office a statement of expenses, itemized daily, on the official Expense Reimbursement Request Form.

Staff

Staff members traveling on authorized Minnesota PTA business shall be reimbursed on the same basis as Board members.

Others

PTA representatives, commission or committee members, and other persons who carry out assigned duties on behalf of the Minnesota PTA but who are not members of the Board of Directors shall be reimbursed for expenses in the same manner as Board members.

State Convention

The Minnesota PTA shall hold an annual convention to conduct organization business and elect officers as specified in the State Bylaws, Articles XIV and XV.

The convention is the responsibility of the Board of Directors, with planning, budgeting, and coordination carried out by the Convention Chair subject to the approval of the Executive Committee. Specific responsibilities are listed below.

General Policies

The convention strives to be self-sustaining. The Minnesota PTA is responsible for any deficit.

Registration applications and payments should be directed to the Minnesota PTA Office.

Workshop and Convention Reimbursement

Convention guests (as approved by the Convention Chair and President) will have their meal fees paid.

Exhibits

Fee structure and selection process for exhibits is recommended by the Convention Chair and determined by the Executive Committee. Information and contracts will be sent to exhibitors in a timely manner.

National Convention

Grants to Board of Directors

The purpose of providing grants is to encourage attendance at the National PTA convention.

The Board of Directors will determine the amount of money budgeted for grants as part of the annual budget process. The Board of Directors shall determine the selection criteria, number and amount of each grant based on the grant amount budgeted.

Any board member in good standing shall be eligible for the grant.

Duties of Grant Funded Delegates

- Attend all business sessions.
- Attend workshops as scheduled.
- Perform other duties as assigned by the President.

Legislative Activities

Purpose

To educate Minnesota PTA members about and enable them to secure adequate laws and policies affecting children, schools, and education.

Program

- To provide the membership with information on local, state, and Federal legislative and policy issues of interest to the PTA.
- To train, assist, and advise PTA leaders in legislative methods, policies, and action programs.

Policies

- The Minnesota, PTA Board of Directors will adopt an annual Legislative Agenda.
- No PTA member shall advocate any position on behalf of PTA that is not based on the adopted Legislative Agenda and/or Minnesota, PTA or National PTA position statements or resolutions.
- A local unit may decide not to give active support to an item on the Legislative Agenda. It may not, however, actively oppose the position.

- State officers and Board members may advise and assist local units in legislative activity but shall not express an opinion or position in opposition to the adopted Legislative Agenda and/or Minnesota PTA or National PTA position statements or resolutions.
- The Minnesota PTA may consider requests from other organizations to participate in their advocacy activities or to sign on to a letter or advocacy statement.
 - These requests may be accepted if they do not conflict with the Minnesota PTA or National PTA Resolutions, Position Statements or Legislative Agenda.
 - The Minnesota PTA reserves the right to deny these requests if they do not align with the current priorities of the Legislative Agenda.
 - The Minnesota PTA may take denied requests into consideration when developing future resolutions or Legislative Agendas.
- All legislative and advocacy activities will be carried out in accordance with the guidelines set forth by National PTA.
- In local legislative action, local units or councils are expected to be guided by the principles and policies set forth by the Minnesota PTA and National PTA.

Resolution Procedures

Resolutions guide our advocacy work at the local, state, and Federal level. They may be amended and updated, or retired, and are usually broader in scope than legislative issues. All resolutions presented must be pertinent to and within the scope of PTA policy and programs.

Minnesota PTA resolutions will provide support on issues that are not currently covered by National PTA positions or resolutions. Minnesota PTA resolutions may not conflict with existing Minnesota PTA and/or National PTA positions or resolutions. Each submitted resolution will be evaluated for conflict with existing Minnesota PTA and National PTA positions or resolutions.

Minnesota PTA considers resolutions for adoption or amendment at our annual state convention. Resolutions that address concerns that affect children, schools and education on a state-wide level shall be annually requested from all local units, councils, and Board members. A form shall be issued for use in submitting resolutions, requiring authorized signatures of the President and the Secretary of the PTA unit or council.

The Resolutions Committee may advise the party submitting the resolution of editing issues or request documentation in support of the resolution. Minnesota PTA does not have the authority to either change or alter the meaning of a resolution presented to them; only necessary editing is allowed.

Resolutions may be referred to other Minnesota PTA committees for input, if applicable. If more than one resolution pertaining to the same subject is submitted, the Minnesota PTA Resolution Committee will attempt to consolidate the thinking into one resolution. A letter of acknowledgment and explanation shall be sent to the originator of the resolution prior to the convention. A member of a unit or committee

proposing a resolution will be asked to speak to the resolution on the convention floor.

Copies of the resolutions to be considered at the state convention shall be sent to all local units 30 days prior to convention.

Extraordinary circumstances may give rise to additional resolutions after the opening of the convention. These resolutions may be brought to the floor of the convention by petition, provided registered delegates from at least 12 units sign them.

Resolution Management Process

Upon adoption of a resolution, the Board of Directors shall assign the responsibility for implementation to appropriate Board members.

A resolution may be repealed by a two-thirds majority vote of the Board of Directors two years after the date the resolution was adopted.

A complete, up-to-date file of all adopted resolutions with their dates of adoption shall be maintained by the Minnesota PTA office and published on the Minnesota PTA website. The office copy shall be available for inspection by interested members.

All members of the Board of Directors and local unit Presidents will annually receive a reminder of the availability of current resolutions and their location on the website and in the Minnesota PTA office.

Awards

Guidelines for Awards

- All awards shall have a programmatic goal. Awards shall advance established PTA goals.
- Application forms shall be clear and objective; goals shall be clearly stated.
- Distinct criteria for evaluation shall be stated.
- Selection criteria for each award shall be part of the application materials.
- Awards shall be made only to applicants who have met the criteria.

The process for administration of each award shall be established at inception and shall include such considerations as: selection process, budget, timeframe, and necessary approvals.

All awards shall be evaluated regularly by the Board to determine whether they are achieving their stated goal.

A person may be proposed for the Life Achievement Award in the National PTA by any constituent organization. The sponsor shall make a contribution to the National PTA in recognition of the selection of the nominee as a Life Achievement Award

recipient. The National PTA Board of Directors shall determine the amount of contribution.

The fee payable for a Life Achievement Award shall be forwarded to the National PTA Treasurer for deposit in the National PTA Endowment Fund. The Minnesota PTA may, under such rules and regulations as may be prescribed by the Minnesota PTA Board of Directors, confer Minnesota PTA Life Achievement Awards upon persons who have distinguished themselves in service to children and youth. A person may be proposed for the Life Achievement Award in the Minnesota PTA by any constituent organization, the Board of Directors, the Executive Committee, or any commission or standing committee. The sponsor shall make a contribution to the Minnesota PTA in recognition of the selection of the nominee as a Life Achievement Award recipient. The Minnesota PTA Executive Committee shall determine the amount of the contribution.

An Honorary Life Member or a Life Achievement Award recipient shall not have voting rights or be deemed a member of the National PTA or Minnesota PTA in the sense of State Bylaws, Article VIII, Section 1.



SECTION 3

JOB DESCRIPTIONS

President

1) Function

- To lead, represent, build, manage, and monitor the Minnesota PTA.

2) Relationships

- Is a direct connection from the Minnesota PTA to the National PTA.
- Works with all levels of PTA from local units to National, including both volunteers and staff.
- Is responsible to the Board of Directors for particular functions and, as an officer, is responsible to the general membership of the Minnesota PTA as represented in the delegate assembly at convention.
- Is responsible to National PTA.
- Is an ex officio member of all Minnesota PTA committees except the Nominating Committee.

3) Activities

a) National

- Serves as a member of the NCAAC National PTA.
- Is the liaison between the Minnesota PTA and National PTA.
- Attends National PTA meetings as requested.
- Represents the Minnesota PTA as needed with other national agencies and organizations.

b) State

- Carries out the duties of presiding officer for all Executive Committee and Board of Directors meetings (including developing agendas, schedules, etc.).
- Provides (directly or with the help of National PTA and other appropriate entities) leadership development training and activities for the Minnesota PTA Board of Directors, and general membership.
- Monitors fiscal operations with the Board of Directors.
- Discharges all duties specified in the Minnesota PTA bylaws.
- Represents Minnesota PTA to other agencies and organizations.
- Is the official spokesperson of the Minnesota PTA.
- Represents the Minnesota PTA with other cooperating organizations (may delegate).
- Supervises employees and conducts performance reviews of office staff with the Board of Directors.

- Reviews for approval all requests from outside organizations for distribution of materials to Minnesota PTA addresses.
- Has general responsibility for the health and management of the Minnesota PTA organization with the Board of Directors.

c) Convention

- Presides at all general sessions and carries out general duties of presiding officer throughout convention (including hospitality duties, recognitions, etc.).
- Presents workshops as requested.
- Assists Convention Chair and staff with management responsibilities and decisions as requested.
- Assists National PTA representative as needed.

d) Local Units and Councils

- Provides counsel, assistance, and intervention as needed to help local units and councils to function effectively.
- Provides workshops and leadership training as needed.

4) Other

- Undertakes other responsibilities consistent with position or when requested by Board of Directors.

5) Specific Time Expectations

- Serves a two-year term (convention to convention); may not serve consecutive terms.
- Attends Executive Committee meetings.
- Attends Board of Director meetings.
- Attends convention.
- Attends various committee meetings as appropriate.
- Attends National PTA meetings when called.
- Generally on call for various duties of the office.

6) Reports

- Participates in development of Strategic Plan.
- Report of activities and informational items or updates at Local Unit Leadership Commission, Executive Committee or Board of Director meetings regularly (may be oral).
- Report of activities and informational items or updates at Executive Committee or Board of Director meetings regularly (may be oral).

Vice-President

1) Function

- To act as an aide to the President while preparing to assume the role and responsibility of President.

2) Relationships

- Works closely with the President and with the PTA office.
- Serves on the Executive Committee and the Board of Directors.
- Serves on committees as defined in bylaws and standing rules.
- Reports to the President and the Board of Directors and, as an officer, is responsible to the general membership of the Minnesota PTA as represented in the delegate assembly at convention.

3) Activities

a) National

- Attends legislative and national convention as available.
- May serve as alternate to the President for National PTA responsibilities.
- Learns about National PTA structure and function.

b) State

- Recommends to the Nominating Committee persons to serve as officers for the upcoming administration.
- Presents workshops on general PTA operations or in areas of personal expertise as requested for leadership trainings, convention, or local units and councils.
- Is responsible for arranging training for incoming Board at start of administration.

c) Convention

- Assists the President.
- At last convention of predecessor's term, arranges gift and ceremonies for outgoing President.
- Presents workshops or performs other duties as requested.

d) Local Units and Councils

- May provide advice and support to local units as needed, particularly when the President is not available.
- Makes presentations to local units or to groups exploring affiliation as requested.

- Works with the state office to track membership information, supervises contacting units about membership dues, and recommends taking action to pull the charter of inactive units for Board approval.

4) Other

- Undertakes other responsibilities consistent with position or Board membership or when assigned by President or Board of Directors.
- Represents PTA at other groups, particularly when President is not available.

5) Specific Time Expectations

- Serves a two-year term (convention to convention); may not serve consecutive terms.
- Attends Executive Committee meetings.
- Attends Board of Director meetings.
- Attends committee meetings when called.
- Attends convention.

6) Reports

- Participates in development of Strategic Plan.
- Produces report, including evaluation of goal achievement as requested by President.
- Report of activities and informational items or updates at Executive Committee or Board of Director meetings regularly (may be oral).

Secretary

1) Function

- To record and submit minutes of all meetings of the Congress, the Board of Directors, and the Executive Committee to the state office for duplication and distribution to all members of the Board of Directors.
- To correspond with the board of directors and office -- pertinent information from National PTA and the president
- To coordinate and schedule (with the President) all executive committee meetings and board of director meetings and distribute the agenda (created by the President)

2) Relationships

- Serves on the Executive Committee and the Board of Directors.
- Reports to the President and the Board of Directors and, as an officer, is responsible to the general membership of the Minnesota PTA as represented in the delegate assembly at convention.

3) Activities

a) National

- Signs Minnesota PTA delegate credential cards for National PTA Convention.

b) State

- Maintains files of minutes and handouts from previous meetings.
- Provides highlights from meetings to be printed in Minnesota PTA newsletter.
- Presents workshops on duties of Secretary as requested at leadership trainings.
- Works with the state office to track membership information, supervises contacting units about membership dues, and recommends taking action to pull the charter of inactive units for Board approval.

c) Convention

- Records all business of the Congress.
- Presents workshops on duties of Secretary as requested.

d) Local Units and Councils

- Presents workshops and training on duties of local unit and council secretaries, as requested.

4) Other

- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Board of Directors.

5) Specific Time Expectations

- Serves a two-year term (convention to convention).
- Attends Executive Committee meetings.
- Attends Board of Director meetings.
- Attends all business sessions of convention.

6) Reports

- Participates in development of Strategic Plan.
- Produces report, including evaluation of goal achievement as requested by President.
- Report of activities and informational items or updates at Executive Committee or Board of Director meetings regularly (may be oral).

Treasurer

1) Function

- To be responsible for the fiscal management of the Minnesota PTA in accordance with National PTA policies and Minnesota PTA bylaws and standing rules.

2) Relationships

- Reports to the President and the Board of Directors and, as an officer, is responsible to the general membership of the Minnesota PTA as represented in the delegate assembly at convention.
- Serves on the Executive Committee, the Convention Committee, the Audit Committee, and the Board of Directors.

3) Activities

a) National

- Is aware of National PTA policies and practices, particularly those related to fiscal management and responsibility.
- Is responsible for the prompt remittance of all dues and monies owed to the National PTA.

b) State

- Supervises the collection, deposit, and disbursement of all monies of the Minnesota PTA.
- Is the custodian of the funds of the Minnesota PTA and supervises the deposit of the same in a depository approved by the Board of Directors.
- Supervises and ensures that any disbursement of funds are made in accordance with required procedures (including those related to budget, verification of expenses through invoices or vouchers, and appropriate signatures on checks).
- Reconciles bank statements in accordance with Minnesota PTA Standing Rules.
- Presents a statement of accounts at all Board of Director meetings and on request of the President.
- Ensures that the appropriate tax and reporting forms are filed with the federal and state governments. For example, IRS Form 990, Minnesota Charitable Organization Annual Report, and payroll reporting forms.
- Ensures that an annual review audit of the books is performed, and results reported to the Board of Directors and to the annual delegate assembly at convention.
- Presents workshops on financial matters and duties of Treasurer as requested at leadership trainings.

c) Convention

- Supervises the handling of monies paid in at convention.

- Presents workshops on financial matters and duties of Treasurer as requested.
- Undertakes responsibilities as requested by the Convention Committee or the President.

d) Local Units and Councils

- Presents workshops and training on financial matters and duties of local unit and council treasurers, as requested.
- Provides advice and assistance to local units and councils on financial matters as needed.

4) Other

- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Board of Directors.

5) Specific Time Expectations

- Serves a two-year term (convention to convention); may serve up to two consecutive terms.
- Attends Executive Committee meetings.
- Attends Board of Director meetings.
- Attends Convention Committee meetings at the call of the Chair.
- Attends convention.

6) Reports

- Participates in development of Strategic Plan.
- Produces report, including evaluation of goal achievement as requested by President.
- Report of activities and informational items or updates at Executive Committee or Board of Director meetings regularly (may be oral).
- Regular financial report at Executive Committee and Board of Director meetings.

Advocacy Commissioner

1) Function

- To lead the efforts of the Minnesota PTA in educating PTA members, community members and elected officials about issues of concern and developing and advocating for the legislative priorities and goals of the Minnesota PTA and National PTA at the local, state, and Federal levels.

2) Relationships

- Member of the Executive Committee and the Board of Directors.

- Chairs the Advocacy Commission and works with its members.
- Chairs the Resolutions Committee and works with its members.
- Works with officials and officers of other agencies or units of government with whom PTA communicates on legislative issues.
- Works with other organizations to build advocacy partnerships and strategies in alignment with the Minnesota PTA and National PTA Legislative Agenda, Resolutions and Position Statements.
- Reports to the President and Board of Directors.

3) Activities

a) National

- Is familiar with National PTA legislative priorities, Resolutions and Position Statements and policies.
- Communicates with National PTA as appropriate.

b) State and Local

- Chairs the Advocacy Commission and executes the duties of Chairperson and work of the Commission
- Development of the Minnesota PTA Legislative Agenda.
- Promotion, interpretation and implementation of the Minnesota PTA Legislative Agenda and National PTA advocacy activities.
- Action on requests from other organizations to participate in their advocacy activities or to sign on to a letter or advocacy statement in accordance with Minnesota PTA Operating Policies.
- Represents the Minnesota PTA at legislative hearings or advocacy conventions and conferences.
- Oversees planning and implementation of any legislative training.
- Develops and presents workshops on advocacy to local units and councils as needed.
- Establishes contacts with individuals, groups, organizations, and agencies to develop sources of information on local, state, and national issues and develops advocacy partnerships and strategies that affect children, schools, and education.
- Encourages PTA members to attend meetings with Federal, state, and local government representatives and to know the Federal, state, and local policies affecting children, schools, and education.
- Visits the state capitol with other PTA members to meet with elected representative and key education leaders.
- Establishes a method for sharing PTA legislative alerts and other important information with PTA members.
- Oversees all letter writing, e-mail, call-in or social media campaigns to communicate legislative and policy priorities to legislators.
- Oversees advocacy communication materials for use in e-mails, website, phone calls, social media mailings or newsletters.
- Prepares an annual budget for Minnesota PTA advocacy activities.
- Chairs the Resolutions Committee and executes the duties of Chairperson.
- Serves as a member of the Executive Committee and Board of Directors.

c) Convention

- Suggest workshops and speakers for convention and, if approved, follows up with planning and arrangements.
- Presents workshops on advocacy as requested.
- Undertakes general duties as assigned or requested.

4) Other

- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Board of Directors.
- Carries out the duties and responsibilities of the Federal Legislative Chair and/or the State Legislative Chair if those positions are vacant.

5) Specific Time Expectations

- Serves a two-year term (convention to convention).
- Attends Executive Committee meetings.
- Attends Board of Director meetings.
- Chairs Advocacy Commission and Resolution Committee meetings.
- Attends legislative hearings, advocacy conventions or conferences, as needed.
- Attends state convention.

6) Reports

- Annual written Minnesota PTA Legislative Agenda presented to Board of Directors for approval.
- Plan of work in keeping with established Board goals at beginning of term.
- Annual written work report including evaluation of goal achievement due at convention Board meeting.
- Report of activities and informational items or updates from Advocacy Commission, Resolutions Committee, Executive Committee or Board of Director meetings regularly (may be oral).

Bylaws Chair

1) Function

- The Bylaws Chair is responsible for ensuring that the bylaws under which the Minnesota PTA and its constituent bodies operate meet the guidelines of the National PTA and the Minnesota PTA.

2) Relationships

- Reports to the President, Vice-President, and the Board of Directors.
- Serves as a member of the Board of Directors.

3) Activities

a) National

- Is aware of National PTA guidelines and policies regarding bylaws and operating procedures.
- Ensures that appropriate approval processes are followed at all levels when developing and adopting PTA bylaws.

b) State

- Monitors Minnesota PTA bylaws to determine compliance with National PTA guidelines.
- Informs the Board of Directors when changes to National bylaws create automatic changes in the Minnesota PTA bylaws.

c) Convention

- Serves as Convention Rules Chairperson unless another appointment is made.
- Prepares any proposed amendments to the Minnesota PTA bylaws for dissemination 30 days prior to convention.
- Presents and moves adoption of any proposed amendments to the Minnesota PTA bylaws at the delegate assembly during appropriate business session.
- Presents to the delegate assembly any Board or committee recommendations and rationale regarding proposed bylaws amendments.
- Ensures that Minnesota PTA Bylaws are revised to incorporate any adopted amendments and are available to Board members and local units within 30 days of the close of convention.
- Presents workshops on bylaws, as requested.

d) Local Units and Councils

- Reviews all Standing Rules submitted.
- Determines that submitted Standing Rules are in full compliance with National PTA guidelines and Minnesota state PTA requirements.
- Works with the office staff on providing notification when Standing Rules are approved or need additional changes.
- Provides advice and assistance to local units on developing and following useful and appropriate Standing Rules.
- Assists the office in monitoring local units whose Standing Rules are due for routine review and revision.
- Presents workshops or other programs on Bylaws and Standing Rules requirements and development to assist local units and councils.

4) Other

- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Board of Directors.

5) Specific Time Expectations

- Serves a two-year term (convention to convention).
- Attends Board of Director meetings.
- Chairs Bylaws Committee meetings as needed.
- Attends convention.

6) Reports

- Participates in development of Strategic Plan.
- Produces report, including evaluation of goal achievement as requested by President.
- Report of activities and informational items or updates at Executive Committee or Board of Director meetings regularly (may be oral).

Communications Chair

1) Function

- The Communications Chair is responsible for overseeing all communications of the Minnesota PTA.

2) Relationships

- Works with the President and members of the Board of Directors, to create communication plans and strategies.
- Reports to the President and Board of Directors.
- Serves as a member of the Board of Directors.

3) Activities

a) National

- Is aware of National PTA projects, activities and other communication pieces that may be used by MN PTA.

b) State

- Solicits items of interest and notices of activities from Board Members for the MN PTA website and social media outlets.
- Ensures that Minnesota PTA events and activities receive appropriate publicity on the website and social media outlets.
- Reviews/edits all media content before release.
- Assures all content is true to the mission, goals, and beliefs of PTA.

c) Convention

- Works with the Convention Chair to publicize the convention on the website and social media outlets.
- d) Local Units and Councils
- May solicit items of interest from local units for inclusion on the website and social media outlets.
- 4) Other
- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Board of Directors.
- 5) Specific Time Expectations
- Serves a two-year term (convention to convention).
 - Attends Board of Director meetings.
 - Chairs Communications Committee meetings.
 - Attends convention.
- 6) Reports
- Participates in development of Strategic Plan.
 - Produces report, including evaluation of goal achievement as requested by President.
 - Report of activities and informational items or updates at Executive Committee or Board of Director meetings regularly (may be oral).

Convention Chair

- 1) Function
- The Convention Chair is responsible for preparing the budget for, planning, and coordinating the annual convention.
- 2) Relationships
- Works with members of the Board of Directors and office staff to plan and organize the annual convention.
 - Works with businesses and vendors who provide sponsorship for the annual convention.
 - Reports to the President, Vice-President, and Board of Directors.
 - Serves as a member of the Board of Directors.
- 3) Activities
- a) National

- Works with office staff to make arrangements for National PTA representation.
- b) State
- Prepares convention budget to be presented to the Executive Committee.
 - Works with the Board on speakers, topics, and Board responsibilities at convention.
 - Works with the state office to accomplish all details of the convention such as mailings, program, tickets, fees, and all other necessary details to have the convention run smoothly.
 - Reports convention program activities at Board or Directors meeting.
- c) Convention
- Works with staff at convention site to coordinate workshops, general sessions, meals and snacks, places for events, equipment needs, signs, and all other necessary details.
- d) Local Units and Councils
- None
- 4) Other
- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Board of Directors.
- 5) Specific Time Expectations
- Attends Board of Director meetings.
 - Chairs Convention Committee meetings.
 - Attends convention.
- 6) Reports
- Prepares final convention report.
 - Report of activities and informational items or updates at Board of Director meetings as needed (may be oral).

Diversity/Inclusion Chair

- 1) Function
- The Diversity/Inclusion Chair is responsible for outreach to formal or informal groups that represent diverse populations of parents or students. Diversity includes culture, ethnicity, race, gender, disability, rural populations, and other groups underrepresented in PTA units.

2) Relationships

- Reports to the President, Local Unit Leadership Commissioner and Board of Directors.
- Serves as a member of the Board of Directors.

3) Activities

a) National

- Communicates with National PTA as appropriate.
- Maintains awareness of National PTA programs and opportunities related to diversity.

b) State

- Develops a diversity plan including goals.
- Works with the state office to identify targeted areas where diversity guidance is needed.

c) Convention

- Presents workshops as requested.
- Undertakes general duties as assigned or requested.

d) Local Units and Councils

- Supports local units with information on diversity and inclusion.

4) Other

- Undertakes other responsibilities consistent with position or Board as assigned by President or Board of Directors.
- Markets PTA to local units and external organizations.

5) Specific Time Expectations

- Serves a two-year term (convention to convention).
- Attends Board of Director meetings.
- Attends convention.

6) Reports

- Participates in development of Strategic Plan.
- Produces report, including evaluation of goal achievement as requested by President.
- Report of activities and informational items or updates at Executive Committee or Board of Director meetings regularly (may be oral).

Family Engagement Commissioner

1) Function

- To Chair the working group of the Minnesota PTA responsible for educational, parent involvement, and health and welfare issues and programs.

2) Relationships

- Works with officials and officers of other agencies or units of government with whom PTA communicates on educational, parent involvement, and health and welfare issues.
- Reports to the President and Board of Directors.
- Serves as a member of the Executive Committee and the Board of Directors.

3) Activities

a) National

- Is aware of National PTA positions on educational, parent involvement, and health and welfare issues.
- Communicates with National PTA as appropriate.

b) State

- Monitors the development of educational, parent involvement, and health and welfare issues in Minnesota and nationally.
- Prepares an annual budget for the commission.
- Assesses/anticipates leadership training needs for Board of Directors and other PTA leaders and coordinates resources or provides assistance to meet those needs.
- May work with Vice-President (on request) to plan or assist with leadership training provided for new Board members by each new administration.
- Is responsible for the selection of the state submission to the Phoebe Apperson Hearst-National PTA Excellence in Education Partnership Award (uses national application and guidelines).

c) Convention

- Presents workshops when requested.
- Undertakes general duties as assigned or requested.

d) Local Units and Councils

- Presents workshops and information for local units as requested.

4) Other

- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Board of Directors.

5) Specific Time Expectations

- Serves a two-year term (convention to convention).
- Attends Executive Committee meetings.
- Attends Board of Director meetings.
- Chairs commission meetings, as needed.
- Attends convention.

6) Reports

- Participates in development of Strategic Plan.
- Produces report, including evaluation of goal achievement as requested by President.
- Report of activities and informational items or updates at Executive Committee or Board of Director meetings regularly (may be oral).

Federal Legislative Chair

1) Function

- To guide and implement the efforts of the Minnesota PTA in educating PTA members, community members and elected officials about Federal issues of concern and developing and advocating for the legislative priorities and goals of the Minnesota PTA and National PTA at the Federal level.

2) Relationships

- Member of the Advocacy Commission.
- Member of the Resolutions Committee.
- Works with the Advocacy Commissioner, the State Legislative Chair, the President, and Board of Directors.
- Works with officials and officers of other agencies or units of Federal government with whom PTA communicates on legislative issues.
- Works with other organizations to build advocacy partnerships and strategies in alignment with the Minnesota PTA and National PTA Legislative Agenda, Resolutions and Position Statements.
- Reports to the President and Advocacy Commissioner.

3) Activities

a) National

- Is familiar with National PTA legislative priorities, Resolutions and Position Statements and policies and works with National PTA on their legislative efforts.
- Communicates with National PTA as appropriate.
- Participates in meetings or conference calls called by the National PTA for Federal Legislative Chairs.
- Attends the National PTA Legislative Convention annually.

b) State

- Contributes to the development of the Minnesota PTA Legislative Agenda.
- Communicates regularly with the Advocacy Commissioner on Federal advocacy issues and activities.
- Represents the Minnesota PTA at Federal legislative hearings or advocacy conventions and conferences, as needed.
- Establishes contacts with individuals, groups, organizations, and agencies to develop sources of information on national issues and develops advocacy partnerships and strategies that affect children, schools, and education.
- Monitors developing Federal legislation and policy issues affecting children, schools, and education.
- Study of Federal bills as they are introduced in House and Senate and comparison of provisions in the bills with the Minnesota PTA and National PTA Legislative Agenda, Resolutions and Position Statements.
- Close communication with Federal legislators and legislative committees to secure pertinent information so that action in support of or against appropriate bills may be properly timed.
- Participates in planning and implementation of any legislative training and presents workshops on advocacy to local units and councils as needed.
- Requests help from local units and councils when needed to write letters, make calls to legislators, participate in social media campaigns, and other appropriate actions.
- Contributes to advocacy communication materials for use in e-mails, website, phone calls, social media mailings or newsletters.
- Serves as a member of the Resolutions Committee.

c) Convention

- Suggest workshops and speakers for convention and, if approved, follows up with planning and arrangements.
- Presents workshops on advocacy as requested.
- Undertakes general duties as assigned or requested.

d) Local Units and Councils

- Works with local units to keep them informed of national legislation and policy issues affecting children, schools, and education.

4) Other

- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Advocacy Commissioner.
- The responsibilities and duties of the Federal Legislative Chair will be assumed by the Advocacy Commissioner if the Federal Legislative Chair position is vacant.

5) Specific Time Expectations

- Serves a two-year term (convention to convention).
- Attends Advocacy Commission and Resolution Committee meetings.
- Attends legislative hearings, advocacy conventions or conferences, as needed.
- Participates in meetings or conference calls for Federal Legislative Chairs called by the National PTA.
- Attends the National PTA Legislative Convention annually.
- Attends state convention.

6) Reports

- Participates in development of Strategic Plan.
- Participates in development of Minnesota PTA Legislative Agenda
- Produces report, including evaluation of goal achievement as requested by President.

Health and Safety Chair

1) Function

- The Health and Safety Chair is responsible for supporting PTA efforts to promote health and safety practices as developed by state or national PTA.

2) Relationships

- Reports to the President, Vice-President, Family Engagement Commissioner and Board of Directors.
- Serves as a member of the Board of Directors.

3) Activities

a) National

- Communicates with National PTA as appropriate.
- Maintains awareness of National PTA programs and opportunities and publicizes, as necessary.

b) State

- Develops a health and safety plan including goals.

c) Convention

- Presents workshops as requested.
- Undertakes general duties as assigned or requested.

d) Local Units and Councils

- Supports local units and councils with information and resources.

4) Other

- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Board of Directors.

5) Specific Time Expectations

- Serves a two-year term (convention to convention).
- Attends Board of Director meetings.
- Chairs Health and Safety Committee meetings, as needed.
- Attends convention.

6) Reports

- Participates in development of Strategic Plan.
- Produces report, including evaluation of goal achievement as requested by President.
- Report of activities and informational items or updates at Executive Committee or Board of Director meetings regularly (may be oral).

Local Unit Leadership Commissioner

1) Function

- To Chair the working group of the Minnesota PTA responsible for leadership development and training, membership, local unit support and awards.

2) Relationships

- Works with the President on general leadership training needs.
- Reports to the President and Board of Directors.
- Serves as a member of the Executive Committee and the Board of Directors.

3) Activities

a) National

- Communicates with National PTA as appropriate.

- Maintains awareness of National PTA programs and opportunities for leadership development and membership issues, programs, and activities.

b) State

- Chairs the Outreach Commission and executes the duties of Chairperson.
- Oversees all actions/projects of the commission.
- Conducts leadership training, including planning, arrangements, publicity, etc. as needed.
- Builds and maintains a library of resources (written, video, human) available for leadership training purposes for state and local use.
- Works with state office to ensure that appropriate plaques and certificates are prepared and ready for convention and awards membership certificates and plaques at the convention.
- Prepares an annual budget for the commission.

c) Convention

- Presents workshops on membership as requested.
- Presents membership awards as requested.
- Undertakes general duties as assigned or requested.

d) Local Units and Councils

- Advises or assists with leadership training and development as requested by local units and councils.
- Visits schools to share the value of PTA membership.

4) Other

- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Board of Directors.

5) Specific Time Expectations

- Serves a two-year term (convention to convention).
- Attends Executive Committee meetings.
- Attends Board of Director meetings.
- Chairs commission meetings, as needed.
- Attends convention.

6) Reports

- Participates in development of Strategic Plan.
- Produces report, including evaluation of goal achievement as requested by President.
- Report of activities and informational items or updates at Outreach Commission, Executive Committee or Board of Director meetings regularly (may be oral).

Membership Chair

1) Function

- The Membership Chair is responsible for facilitating the work of the Membership Committee and supporting PTA leader efforts to train, promote, increase, and retain PTA membership at the local unit level.

2) Relationships

- Reports to the President, Local Unit Leadership Commissioner and Board of Directors.
- Serves as a member of the Board of Directors.

3) Activities

a) National

- Communicates with National PTA as appropriate.
- Maintains awareness of National PTA programs and opportunities for leadership development and membership issues, programs, and activities.

b) State

- Develops a membership retention plan.

c) Convention

- Presents workshops as requested.
- Undertakes general duties as assigned or requested.

d) Local Units and Councils

- Assists unit leaders in member recruitment and retention.
- Provides promotional tools, training, and other expertise to unit leaders for the purpose of growing and strengthening the unit.
- Advises or assists with leadership training and development as requested by local units and councils.
- Visits schools to share the value of PTA membership.

4) Other

- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Board of Directors.

5) Specific Time Expectations

- Serves a two-year term (convention to convention).
- Attends Board of Director meetings.
- Attends convention.

6) Reports

- Participates in development of Strategic Plan.
- Produces report, including evaluation of goal achievement as requested by President.
- Report of activities and informational items or updates at Executive Committee or Board of Director meetings regularly (may be oral).

Reflections Chair

1) Function

- The Reflections Chair is responsible for conducting the annual cultural arts competition in accordance with requirements established by National PTA.

2) Relationships

- Reports to the President, Vice-President, and Board of Directors.
- Serves as a member of the Board of Directors.

3) Activities

a) National

- Communicates with National PTA on the Reflections Program requirements and activities.
- Submits entries to the National PTA Reflections Program according to National PTA guidelines.

b) State

- Prepares packets of information, forms, and rules for local unit Reflection Program Chairs and submits to state office for duplication in the summer mailing to presidents.
- Acts as a resource to local units throughout the year as they establish and conduct their programs.
- Submits articles or notices to the Communication Chair for publication and promotion.
- Recruits volunteers to assist with carrying out the program on the state level including judges and award ceremony assistants.
- Receives entries from the local units for judging at the state level and coordinates the judging process.
- Notifies students and local units of state award recipients and provides information about state awards ceremony.
- Plans and carries out the state awards ceremony either during the annual convention or at another time/location.
- Coordinates the return of artwork to the students.

c) Convention

- If state awards are being presented at a convention function, coordinate needs with Convention Chair and plans for some form of recognition of the program during the convention, such as a display of artwork or a video presentation during one of the general sessions.
- Presents workshops on the Reflections Program as requested.
- Undertakes general duties as assigned or requested.

d) Local Units and Councils

- Corresponds with and assists local units conducting the Reflections Program.

4) Other

- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Board of Directors.

5) Specific Time Expectations

- Serves a two-year term (convention to convention).
- Attends Board of Directors meetings.
- Attends convention.

6) Reports

- Participates in development of Strategic Plan.
- Produces report, including evaluation of goal achievement as requested by President.
- Report of activities and informational items or updates at Executive Committee or Board of Director meetings regularly (may be oral).

Resource Development Chair

1) Function

- The Resource Development Chair is responsible for developing relationships with corporate sponsors and may also manage grant-writing process for Minnesota PTA.

2) Relationships

- Works with the President, Executive Board, and office staff.
- Reports to the President and Board of Directors.
- Serves as a member of the Board of Directors.

3) Activities

a) National

- Is aware of National PTA programs that may be of benefit to the Minnesota PTA or local units.

b) State

- Identifies grant funded programs and corporations for member benefits and sponsorships.
- Writes grant proposals and trains other grant writers.

c) Convention

- Works with Convention Chair to secure sponsorships and provides accountability to exhibitors/sponsor contracts.

d) Local Units and Councils

- Supports local units with securing sponsors or membership benefits.

4) Other

- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Board of Directors.

5) Specific Time Expectations

- Serves a two-year term (convention to convention).
- Attends Board of Director meetings.
- Chairs Resource Development Committee meetings, as needed.
- Attends convention.

6) Reports

- Participates in development of Strategic Plan.
- Produces report, including evaluation of goal achievement as requested by President.
- Report of activities and informational items or updates at Executive Committee or Board of Director meetings regularly (may be oral).

State Legislative Chair

1) Function

- To guide and implement the efforts of the Minnesota PTA in educating PTA members, community members and elected officials about state issues of

concern and developing and advocating for the legislative priorities and goals of the Minnesota PTA and National PTA at the state level.

2) Relationships

- Member of the Advocacy Commission.
- Member of the Resolutions Committee.
- Works with the Advocacy Commissioner, the Federal Legislative Chair, the President, and Board of Directors.
- Works with officials and officers of other agencies or units of government with whom PTA communicates on state legislative issues.
- Works with other organizations to build advocacy partnerships and strategies in alignment with the Minnesota PTA and National PTA Legislative Agenda, Resolutions and Position Statements.
- Reports to the President and Advocacy Commissioner.

3) Activities

a) National

- Is familiar with National PTA legislative priorities, Resolutions and Position Statements and policies.
- Communicates with National PTA as appropriate.
- Monitors issues and activities in other states relevant to Minnesota, PTA issues.

b) State

- Contributes to the development of the Minnesota PTA Legislative Agenda.
- Communicates regularly with the Advocacy Commissioner on state advocacy issues and activities.
- Represents the Minnesota PTA at state legislative hearings or advocacy conventions and conferences, as needed.
- Establishes contacts with individuals, groups, organizations, and agencies to develop sources of information on national issues and develops advocacy partnerships and strategies that affect children, schools, and education.
- Monitors developing state legislation and policy issues affecting children, schools, and education.
- Study of bills as they are introduced in the state legislature and comparison of provisions in the bills with the Minnesota PTA and National PTA Legislative Agenda, Resolutions and Position Statements.
- Close communication with state legislators and legislative committees to secure pertinent information so that action in support of or against appropriate bills may be properly timed.
- Participates in planning and implementation of any legislative training and presents workshops on advocacy to local units and councils as needed.
- Requests help from local units and councils when needed to write letters, make calls to legislators, participate in social media campaigns, and other appropriate actions.

- Contributes to advocacy communication materials for use in e-mails, website, phone calls, social media mailings or newsletters.
 - Serves as a member of the Resolutions Committee.
- c) Convention
- Suggests workshops and speakers for convention, and if approved, follows up with planning and arrangements.
 - Presents workshops on advocacy as requested.
 - Undertakes general duties as assigned or requested.
- d) Local Units and Councils
- Works with local units to keep them informed of state legislation and policy issues affecting children, schools, and education.
- 4) Other
- Undertakes other responsibilities consistent with position or Board membership when assigned by President or Advocacy Commissioner.
 - The responsibilities and duties of the State Legislative Chair will be assumed by the Advocacy Commissioner if the State Legislative Chair position is vacant.
- 5) Specific Time Expectations
- Serves a two-year term (convention to convention).
 - Attends Advocacy Commission and Resolution Committee meetings.
 - Attends legislative hearings, advocacy conventions or conferences, as needed.
 - Attends state convention.
- 6) Reports
- Participates in development of Strategic Plan.
 - Participates in development of Minnesota PTA Legislative Agenda.
 - Produces report, including evaluation of goal achievement as requested by President.

Special Projects Chair

- 1) Function
- The Special Projects Chair is responsible for special issues or projects that the President has approved. The Immediate Past President may be the Chair.
- 2) Relationships
- Reports to the President.

- Serves as a member of the Board of the Directors.

3) Activities

a) National

- Maintains an awareness of National PTA projects and activities which might be included in project/plan.

b) State

- Develops a plan or project to address specific issues.
- Once the final report is submitted to the Board, and is discharged, the Special Projects Committee immediately ceases to exist.

c) Convention

- Undertakes general duties as assigned or requested.

d) Local Units and Councils

- Maintains an awareness of local unit projects and activities which might be included in project/plan.

4) Other

- Undertakes other responsibilities consistent with position or Board membership when assigned by Board of Directors.

5) Specific Time Expectations

- Serves a one-year term.
- Attends Board of Director meetings.
- Attends convention.

6) Reports

- Participates in development of Strategic Plan.
- Produces report, including evaluation of goal achievement as requested by President.
- Report of activities and informational items or updates at Executive Committee or Board of Director meetings regularly (may be oral).

The Minnesota PTA State Standing Rules is an official and legal document of the MINNESOTA CONGRESS OF PARENTS AND TEACHERS (DBA MINNESOTA PTA). Alterations of this document by any persons other than the Minnesota PTA Board is strictly prohibited.

Adopted: May 19, 2018

Amended: