

PTA STANDING COMMITTEES BASIC RESPONSIBILITIES

All standing committee chairs should attend training in order to obtain the most current information available. PTA funds should be provided for this purpose.

Arts in Education Committee (Cultural Arts)

- ♣ Responsible for promoting the arts within the school.
- ♣ Recommends to the executive board for approval cultural arts assembly programs.
- ♣ Conducts the Reflections Program.
- ♣ Plans recognition program to honor Reflections winners.
- ♣ Encourage Student Citizenship Essay participation.

Budget Committee

- ♣ Compiles local unit budget after receiving input from officers and committee chairmen.
- ♣ Presents the budget to the executive board for input and approval before presenting to the general membership for final approval.
- ♣ Reviews the budget periodically throughout the year to determine if any adjustments should be brought before the general membership for amendment.

Bylaws Committee

- ♣ Reviews bylaws to determine when revision is required.
- ♣ Reviews bylaws yearly to determine if any amendments are necessary to reflect the needs of the local unit.
- ♣ Sends proposed revision or amendment(s) to general membership at least 30 days prior to the meeting upon which the vote will be taken on the revision or amendment(s). (Required in **ARTICLE XVIII: LOCAL UNIT BYLAWS REVISIONS AND AMENDMENTS**)
- ♣ Keeps president and board members aware of bylaws requirements.

Education Committee

- ♣ Keeps executive board and membership aware of current changes in local school board policies and state changes in education.
- ♣ Member(s) attend all school board meetings.
- ♣ Member(s) attend any city council or board of supervisors' meetings in which discussion or decisions are made regarding the education of children.
- ♣ Member(s) attend Virginia PTA conferences where focus is education, legislation and/or general welfare of children issues.

Health and Safety Committee

- ♣ Keeps membership aware of current issues regarding the health of children.
- ♣ Informs membership of any changes/additions to the immunization of children.
- ♣ Conducts a yearly Health Fair.
- ♣ Encourages physical fitness among students and school community.
- ♣ Provides programs addressing juvenile protection issues such as gun violence, school safety, and substance abuse among youth.
- ♣ Encourages parents to let their voices be heard on concerns regarding school safety and the implementation of a safe school plan within the school.

Legislation Committee

- ♣ Promotes and encourages general membership to vote on the Virginia PTA Proposed Legislation Program (PLP).
- ♣ Keeps membership informed of proposed local, state and federal legislation that will affect the welfare of children.
- ♣ Encourages members to communicate with their local, state or national legislators on issues affecting the welfare of children.
- ♣ Member(s) attend Virginia PTA conferences where focus is legislation, education and/or general welfare of children issues.
- ♣ Encourages voter registration and voter participation among the local unit membership.
- ♣ Exposes students to the importance of participation in the legislative process by offering student programs (Kids Voting, etc.)

Membership Committee

- ♣ Recruits parents, staff members and community members as PTA members.
- ♣ Promotes parental involvement in the health, education and welfare of their children.
- ♣ Remembers to reach out to parents of new students entering the school.
- ♣ Is inclusive and reaches out to all parents and teachers.

Parental Involvement Committee

- ♣ Presents parent education programs to assist parents in gaining skills in communicating with their children and guiding them through the adolescent years.
- ♣ Works with the school division in promoting parental involvement.
- ♣ Informs and encourages parents to use existing community services that are available.
- ♣ Develops alternative ways to communicate with parents, particularly those who are not traditionally involved in their children's education.
- ♣ Reaches out to single parent and dual-career households to respond to their needs and the needs of their children.
- ♣ Encourages local unit participation in the Building Successful Partnerships and Schools of Excellence programs.

Public Relations Committee

- ♣ Sends notices to the local newspapers regarding programs and projects of your PTA.
- ♣ Communicates with parents and community members the great and wonderful things your PTA is doing.
- ♣ Responsible for the local unit PTA newsletter which is a tool for communicating with the members of the association.
- ♣ Sends articles for inclusion in the Virginia PTA *Bulletin* and to be posted to the Virginia PTA website. (vapta.org)

Volunteer Committee

- ♣ Coordinates a volunteer program within the school and invites all parents to participate.
- ♣ Recognizes volunteers on a year-round basis.
- ♣ Keeps account of the number of hours each volunteer provides to the school and the PTA.
- ♣ Coordinates the end-of-the-year recognition program to pay tribute to those volunteers (parents, teachers, staff, and community) who have given their volunteer time and efforts in enhancing the education of children within your school.

For more information contact Virginia PTA Field Service: field-service@vapta.org