

The Virginia PTA Board of Managers adopted a Strategic Plan that has impacted the job responsibilities for some positions. The Standard Operating Procedures (SOP) will be discussed and adopted at our Pre-LTC Board Meeting in July. Any changes to these job responsibilities will be made clear to candidates prior to their nomination.

A. HISTORIAN

- 1) Responsibilities
 - a) The non-voting board member to the BOM will be elected at the post-annual meeting in election years.
 - b) The Historian shall report to the secretary.
 - c) Duties of the Historian shall include but not be limited to:
 - (1) Catalog, maintain, preserve, and publicize the historical documents of the Virginia PTA.
 - (2) Compile, maintain and distribute the Historical Record Book.
 - (3) Maintain a copy of all official PTA publications.
 - (4) Maintain two (2) copies of the official VA PTA publications for the purpose of a two (2) year bound copy to coincide with the president's term. One (1) bound copy to be given to the outgoing president and the other copy to be maintained in the office library.
 - (5) Create and maintain a permanent and ongoing log of all official legislative programs, resolutions, actions, and outcomes.
 - (6) Update and maintain the resource library.
 - (7) Develop and maintain a photographic library.
 - (8) Create and maintain a program and project winner's library.
 - (9) Create a display of items of interest for use at the Annual Meeting.
 - (10) Coordinate with the BOM as needed.
 - (11) Submit a plan of work sixty (60) days after their election at the post-annual meeting to the secretary of the BOM.
 - (12) Keep the secretary informed on the progress of the approved plan of work.

- (13) Submit a proposed annual budget by November 1.
- (14) Submit all reimbursement requests to the Secretary for approval.