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## MEMORANDUM

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

**FROM:** Virginia PTA Board of Managers

**DATE:** November 10, 2011

**SUBJECT:** Nominations for Members At Large Committee Members

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

### ***CRITERIA FOR SELECTION OF MEMBERS AT LARGE FOR STANDING COMMITTEES***

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

To indicate an interest in a Member at Large position, please complete the enclosed Letter of Intent and attach a short letter describing your PTA involvement, skills and interests. The deadline for returning the completed form(s) is: **January 15, 2012**. Letters of Intent must be **postmarked** and mailed to Virginia PTA, Letter of Intent, 1027 Wilmer Avenue, Richmond, VA 23227-2419 or emailed by this date, to [administrator@vapta.org](mailto:administrator@vapta.org).

### ***COMMITTEE DESCRIPTIONS***

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#### **Arts in Education Committee**

[artsineducation@vapta.org](mailto:artsineducation@vapta.org)

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

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

### **Bylaws Committee**

[bylaws@vapta.org](mailto:bylaws@vapta.org)

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

### **Communications Committee**

[communications@vapta.org](mailto:communications@vapta.org)

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

### **Diversity/Inclusion Committee**

[diversity\\_inclusion@vapta.org](mailto:diversity_inclusion@vapta.org)

The Diversity and Inclusion Committee is designed to help develop and expand Virginia PTA's Diversity and Inclusion Plan and address challenges that PTA's face in the areas of diversity and inclusion. The committee will assist local PTA's to ensure their unit reflects the communities they serve. The committee will provide support to local units as they work to become more inclusive and provide resources to help make each family feel invited and valued. The committee will create programs to educate leaders and members on the needs, cultural beliefs, traditions and family structures of the population they serve, provide resources that can give insight into different cultures, and assist in translating PTA materials.

### **Extension Committee**

[extension@vapta.org](mailto:extension@vapta.org)

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

### **Family Engagement Committee**

[parenting@vapta.org](mailto:parenting@vapta.org)

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

### **Health & Safety Committee**

[healthandsafety@vapta.org](mailto:healthandsafety@vapta.org)

The Health and Safety Committee works with local units in educating and providing programs for their communities. The Committee's goals are to reduce risky behaviors and increase good health among all of

Virginia's children by promoting concepts of safety prevention and health wellness among PTAs, and effect laws and regulations to ensure the health and safety of Virginia's children and communities. The scope of the committee's work includes, but is not limited to, issues dealing with childhood obesity, physical activity, healthy lifestyles, food allergies, environmental protection, violent games and videos, gang activity, juvenile crime and justice, truancy, risky relationships, homelessness, runaways, missing and exploited children, conflict resolution, childhood accident prevention, substance abuse, and teenage drivers. This is accomplished through training and resources provided to local units; helping local units and/or individuals write and submit PTA Legislative Action Items and Resolutions; fostering communication between local units and the State Board of Managers.

**Legislation/Education Committee**

[legislation@vapta.org](mailto:legislation@vapta.org)

The Legislation and Education Committee shall formulate and prepare the Legislation Program by studying such state legislation as directly affects the welfare of children and youth. The committee will request suggestions for items to be considered for the program from local units, councils, districts, standing committee chairmen, members of the Board of Managers and other individual PTA members. This committee will also review resolutions passed at the last State Convention and include the resolutions with legislative intent that were not acted upon by the last General Assembly in the proposed program. They will prepare a Preliminary Proposed Legislation Program to include an explanation of the Action Items, conduct a Public Hearing in the spring, and publish the Proposed Legislation Program to all local units, councils, districts and members of the Board of Managers. They also plan activities for PTA Day in the General Assembly and help to guide and direct the Capital Committee. Further, committee will monitor and report on meetings of the State Board of Education, foster ongoing dialogue with the Department of Education Offices and educational associations, prepare and give testimony as needed in accordance with PTA positions.

**Marketing Committee**

[marketing@vapta.org](mailto:marketing@vapta.org)

The marketing committee shall foster public awareness of Virginia PTA goals and programs. The committee shall work with the media and the communications committee to ensure that the Virginia PTA has a strong public image. The committee will develop appropriate public relations and communications tools to inform the membership and public about the mission and programs of the PTA and also work with districts, councils, and local units to generate and publicize opportunities to promote PTA across the state.

**Membership Committee**

[membership@vapta.org](mailto:membership@vapta.org)

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

**Resource Development Committee**

[resourcedevelopment@vapta.org](mailto:resourcedevelopment@vapta.org)

The resource development committee shall explore and implement non-dues revenue opportunities including grants, sponsorships, vendors, and the VA PTA store. The committee will research and write grants to increase the amount of revenue. The committee will also develop a sponsorship packet and seek new and varied sponsorships for events, programs, and publications of the VA PTA that align with our mission and purposes. The committee will also assist local units in recognizing grant opportunities and by providing grant writing training and mentoring.

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

I currently serve as the \_\_\_\_\_ (leadership position or skill)  
for \_\_\_\_\_  
(local unit PTA name/business)

and am interested in the following committee(s):

- |   |  |
|---|--|
| <input type="checkbox"/> Arts in Education    | <input type="checkbox"/> Bylaws                  |
| <input type="checkbox"/> Communication        | <input type="checkbox"/> Diversity and Inclusion |
| <input type="checkbox"/> Extension            | <input type="checkbox"/> Family Engagement       |
| <input type="checkbox"/> Health and Safety    | <input type="checkbox"/> Legislation/Education   |
| <input type="checkbox"/> Marketing            | <input type="checkbox"/> Membership              |
| <input type="checkbox"/> Resource Development |  |

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

Company Name \_\_\_\_\_

Work Title \_\_\_\_\_ Work E-mail \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: Work ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

I may be contacted at work.

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

\*Due to Virginia PTA office via **email** at [administrator@vapta.org](mailto:administrator@vapta.org) or  
**mail** post-marked no later than January 15, 2012 to  
Virginia PTA, Letter of Intent, 1027 Wilmer Avenue, R Richmond, VA 23227-2419)