

**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.**

## **RESOURCE DEVELOPMENT COMMITTEE**

### 1) Responsibilities of the committee:

- a) Promote financial responsibility and accountability to all PTA leaders through training and information in all PTA publications.
- b) Explore new non-dues revenue opportunities.

### 2) Responsibilities of the chair:

- a) Research and recruit grant writers to support the Virginia PTA in identifying grant opportunities.
- b) Research available grants to parent advocacy groups.
- c) Develop a Grant Strategy that will increase the amount of income from grants per annum.
- d) Provide grant writing training or mentors for local units.
- e) Develop a Sponsorship Packet that outlines the goals of the Virginia PTA.
- f) Seek new and varied sponsorships for events, programs and publications of VAPTA that align with VAPTA mission and purposes.
- g) Explore and implement new and varied ways for vendors to participate and generate non-dues revenue.
- h) Develop and maintain a database of vendors, exhibitors, sponsors and grants, to provide a historical record.
- i) Evaluate effectiveness of VA PTA store and seek ways to increase revenue from operation.
- j) Seek a dedicated volunteer to maintain, operate and promote VA PTA store.
- k) Pursue opportunities for more and varied pass through grants for programs such as Healthy Lifestyle, Parent Engagement, and Arts in Education.

- l) The chair will be a member of the Budget Committee.
- m) The Resource Development Committee chair will send all reimbursements to the Treasurer for approval.